

National Consultant for the Terminal Evaluation of the Development for Renewable Energy Applications Mainstreaming and Market Sustainability (DREAMS) Project

Terms of Reference

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 Development for Renewable Energy Applications Mainstreaming and Market Sustainability Project (PIMS 5194) implemented through the Department of Energy. The project started on 28 July 2016 and is in its 6th year 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).

2. PROJECT BACKGROUND AND CONTEXT

The Development for Renewable Energy Applications for Mainstreaming and Market Sustainability (DREAMS) Project's objective is to reduce GHG emissions through the promotion and facilitation of the commercialization of renewable energy (RE) markets and the removal of barriers to increase investments in RE-based power generation projects in the Philippines. This will be achieved through 4 components:

- Enforcement of a supportive policy and regulatory environment for leveraging investment in RE development and applications at the local level;
- Strengthened institutional capacity that leads to increased RE investment at the local level;
- Increased share of RE-based power capacity; and
- Enhanced confidence of local RE developers that leads to an enhanced uptake of RE projects and successful replication using proven and merging RE technologies.

The Project will lead to direct lifetime GHG emission reductions of 2.445 ktonnes of carbon dioxide reduction ranging from 4,889 to 141,000 ktonnes of carbon dioxide, and some 20,000 sitio-based households in far flung areas will obtain access to reliable sources of renewable energy by end of the project.

Project Start Date	28 July 2016
Project End Date	28 January 2023
Total resources	US\$ 43,502,222
GEF	US\$ 5,200,000
Co-financing	US\$ 38,302,222
Project Implementing Partner	Department of Energy
Project Location	National and project sites, including <ol style="list-style-type: none"> 1. Baclayon, Bohol 2. Concepcion, Iloilo 3. Aborlan, Palawan 4. Bordeos, Quezon 5. Aparri, Cagayan 6. Goa, Camarines Sur 7. Pototan, Iloilo 8. Ajuy, Iloilo 9. Lawaan, Eastern Samar 10. Apayao, Mountain Province 11. Cagayancillo, Palawan 12. San Remigio, Antique 13. Tapaz, Capiz 14. Batac, Ilocos Norte 15. Oriental Mindoro

16.	Lanao del Sur
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The COVID-19 pandemic coincided with the Project's fourth year of implementation. Since March 2020, the government has implemented varying levels of lockdowns and inter and intra-country travel restrictions. In September 2021, the government quarantine system has transitioned to an alert level system where restrictions in an area will depend on a prevailing alert level. This alert level quarantine system remains in place as of March 2022. The pandemic resulted in limited operation of offices, re-prioritization of activities of the Project's local partners, travel bans and cancellation of public fora and capacity building, especially in the first six months of the pandemic. Citing COVID-19 constraints among other reasons, the Project requested for and was granted a project extension until January 2023. The Project has since adapted hybrid modes of project delivery and remote local coordination.

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 DREAMS Project is ending in January 2028 and the TE will have to be completed three months before the project end date. The TE is being conducted in fulfillment of the project's Monitoring and Evaluation framework and in accordance with UNDP and GEF guidance. The final evaluation will look at impact and sustainability of results, including the contribution to capacity development and the achievement of global environmental benefits/goals. The TE should also provide recommendations for follow-up activities/steps with corresponding management response, including to ensure sustainability and promote replicability of project results. This will be used by all main parties (UNDP, GEF, and partner government agencies and stakeholders) to assess their approaches and to inform the design of future interventions.

4. TE APPROACH & METHODOLOGY

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

The TE team composed of 1 international and 1 national consultant 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 is expected to conduct field missions to the Philippines, including the following project sites:

- UNDP Philippines Office: 15th Floor, North Tower, Rockwell Business Center Sheridan St. corner United St., Highway Hills, Mandaluyong City
- DOE DREAMS Office: 2F PNOC Building V, Energy Center, Rizal Drive, 34th St, Taguig City

DREAMS is implementing activities in the following sites in the Philippines: 1) Baclayon, Bohol; 2) Concepcion, Iloilo; 3) Aborlan, Palawan; 4) Bordeos, Quezon; 5) Aparri, Cagayan; Goa, Camarines Sur;

Pototan, Iloilo; Ajuy, Iloilo; Lawaan, Eastern Samar; Apayao, Mountain Province; Cagayancillo, Palawan; San Remigio, Antique; Tapaz, Capiz; Batac, Ilocos Norte; Oriental Mindoro; Lanao del Sur

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.

An Evaluation Reference Group (ERG) will be established to ensure that the Terminal Evaluation will undergo a peer review process that will assure the quality of the report before it is finalized. The ERG is composed of select representatives from UNDP CO and GEF Regional Technical Advisor, key project stakeholders, including Department of Energy, National Economic and Development Authority and Department of Environment and Natural Resources.

The ERG is expected to: 1) recommend and share information sources needed in the evaluation; 2) review and provide inputs to the evaluation inception report; 3) act as key informants in the data collection phase; 4) review and provide inputs to the draft evaluation report, especially the conclusions, findings, and recommendations; and 5) review and comment on the evaluation management response. The final TE Report will be presented to the project steering committee.

In light of the global COVID-19 pandemic, the TE team should plan for contingencies in the case of local and national government health restrictions that may affect data gathering activities. Consideration should be taken for stakeholder/respondent availability, ability, and/or willingness to be interviewed virtually. 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. These contingencies and anticipated limitations should be detailed in the Inception report.

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). 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.

Findings

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 the DREAMS Project

Monitoring & Evaluation (M&E)	Rating ¹
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 **35 working days** over between 20 June to 15 October 2022. The tentative TE timeframe is as follows:

Timeframe	Activity
<i>June 2022</i>	Selection of TE team
<i>June 2022</i>	Preparation period for TE team (handover of documentation)
<i>June-July 2022 (4 days)</i>	Document review and preparation of TE Inception Report
<i>20 July 2022 (2 days)</i>	Finalization and Validation of TE Inception Report; latest start of TE mission
<i>July-August 2022 (15 days)</i>	TE mission: stakeholder meetings, interviews, field visits, etc.
<i>20 August 2022</i>	Mission wrap-up meeting & presentation of initial findings; earliest end of TE mission
<i>August-September 2022 (10 days)</i>	Preparation of draft TE report
<i>5 September 2022</i>	Circulation of draft TE report for comments
<i>20 September 2022 (4 days)</i>	Incorporation of comments on draft TE report into Audit Trail & finalization of TE report
<i>September 2022</i>	Preparation and Issuance of Management Response
<i>1st week October 2022</i>	Concluding Stakeholder Workshop (optional)
<i>15 October 2022</i>	Expected date of full TE completion

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

7. TE DELIVERABLES

¹ 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)

#	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: <i>(5 July 2022)</i>	TE team submits Inception Report to Commissioning Unit and project management
2	Presentation	Initial Findings	End of TE mission: <i>(20 August 2022)</i>	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: <i>(5 September 2022)</i>	TE team submits to Commissioning Unit; reviewed by BPPS-GEF RTA, Project Coordinating Unit, GEF OFP
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: <i>(20 September 2022)</i>	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.²

8. TE ARRANGEMENTS

The principal responsibility for managing the TE resides with the Commissioning Unit. The Commissioning Unit for this project's TE is the UNDP Country Office in the Philippines through the Monitoring and Evaluation Analyst of the Results and Quality Team and the Programme Analyst of the Climate Action Programme Team.

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 meetings and field visits.

An Evaluation Reference Group (ERG) shall be formed composed of principal representatives from project stakeholders (government partners, donor, representatives from the Project Board) that will perform an advisory role throughout the process, ensure that evaluation standards as provided by the United Nations Evaluation Group (UNEG) are adhered to, including safeguarding transparency and independence, advise on the relevance and appropriateness of questions, and support and provide input into the development of the management responses and key actions.

9. SCOPE OF WORK AND EXPECTED OUTPUTS

The National Consultant will be working with an international evaluator who will lead the evaluation and will be mainly responsible for initiating and managing the TE process and leading the overall design and writing of the TE report, maintaining the integrity and independence of the process, and in accordance with the UNDP-GEF guidelines

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

The National Consultant will provide support to the international expert and serve as the subject matter expert at the national level. S/he will assess emerging trends with respect to regulatory frameworks, budget allocations, capacity building, work with the Project Team in developing the TE itinerary, among others. S/he should have a strong background on the subject and will mainly be responsible for studying the dynamics among stakeholders and how it affects project performance, progress and results achievement, and potential development pathways for the country, highlighting gains, uncovering gaps, and proposing appropriate corrective measures that the project can take.

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:

10. CRITERIA FOR SELECTION OF THE BEST OFFER AND QUALIFICATIONS OF SUCCESSFUL CANDIDATE

The Offers received will be evaluated using a combined scoring method - where technical proposal will be weighted 70 points and combined with the price offer which will be weighted 30 points.

The **CV will** be reviewed using the criteria in the table below. ***Only offerors who will obtain a minimum of 70% or 49 out of 70 obtainable points will be shortlisted and considered for evaluation of financial proposal.***

Education

- Master's degree in energy, engineering, environmental management, climate change, industrial development, economics, or other closely related field
(14 points for Master's, 20 points for PhD)

Experience

- At least 5 years relevant experience with results-based management evaluation methodologies; application of SMART indicators and reconstructing or validating baseline scenarios; remote evaluation and project evaluation/review experiences within the United Nations system will be considered an asset
(11 points for 5 years of experience, additional point for each additional year; maximum of 15 points)
- At least 3 years of specific experience in conducting gender-sensitive evaluations and analyses
(7 points for 3 years of experience, additional point for each additional year; maximum of 10 points)
- At least 5 years of relevant experience and demonstrated competence in adaptive management, as applied to Climate Change, Energy, Infrastructure, and/or Technology (i.e., climate change mitigation, decarbonization/emissions reduction, technology incubation and transfer, commercialization, market development, and sustainability in relation to the renewable energy sector
(11 points for 5 years of experience, additional point for each additional year; maximum of 15 points)
- Experience working in at least 5 evaluations in the Philippines; Experience in project evaluation/review with at least 2 GEF projects or projects within the UN system
(7 points for 5 evaluations, additional point for each additional evaluation; Additional 2 points for every UN or GEF evaluation; maximum of 10 points)

Language

- Fluency in written and spoken English and Filipino (pass/fail)

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. DURATION OF WORK AND DUTY STATION

Duty station is in Metro Manila. The expected duration of the assignment is **35 person-days** between 20 June and 15 October 2022, unless revised in a mutually agreed upon timetable between the Consultant and UNDP.

In light of the COVID-19 pandemic, all work and travel of the Individual consultant shall be done within the guidelines and protocols set by the local and national government. Field work, trainings, meetings, and coordination shall be done in compliance with community quarantine policies.

13. SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENT

The Contractor should send the financial proposal based on a lump-sum amount for the delivery of the outputs identified below. The total amount quoted shall be **"all inclusive"** (professional daily fees X number of days, communications, etc.) that could possibly be incurred by the Contractor should be factored into the final amount submitted in the proposal. Travel, as deemed relevant by UNDP and compliant with government guidelines on community quarantine, will be arranged and paid for by UNDP and should not be included in the financial proposal.

Medical/health insurance must be purchased by the individual at his/her own expense, and upon award of contract, the Contractor must be ready to submit proof of insurance valid during contract duration

The contract price will be fixed **output-based price**. Any deviations from the output and timeline will be agreed upon between the Contractor and UNDP.

Payments will be done upon satisfactory completion of the delivery by target due dates. Outputs will be certified by the Commissioning Unit prior to release of payments.

- 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 RTA (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.

14. APPLICATION PROCESS³

Recommended Presentation of Proposal:

- a) **Letter of Confirmation of Interest and Availability** using the [template](#)⁴ provided by UNDP;
- b) **CV** and a **Personal History Form** ([P11 form](#))⁵;
- 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.

15. 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

DocuSigned by:



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Gwyneth Anne Palmos

³ Engagement of evaluators should be done in line with guidelines for hiring consultants in the POPP

<https://popp.undp.org/SitePages/POPPRoot.aspx>

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

⁵ http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc

ToR Annex A: Project Logical/Results Framework

Primary applicable Key Environment and Sustainable Development Key Result Area (same as that on the cover page, circle one): 1. Mainstreaming environment and energy OR 2. Catalyzing environmental finance OR 3. Promote climate change adaptation OR 4. Expanding access to environmental and energy services for the poor.
Applicable GEF Strategic Objective and Program: GEF-4 CC4 Strategic Program SP3: Increased production of renewable energy in electricity grids
Applicable GEF Expected Outcomes: Total avoided GHG emissions from on-grid RE electricity generation
Applicable GEF Outcome Indicators: Market penetration of on-grid renewable energy (% from renewables); GHG emissions from electricity generation (tons CO _{2eq} /kWh); and \$/tons CO _{2eq}

	Indicator	Baseline	Targets End of Project	Source of verification	Assumptions
Project Objective: ⁶³ To promote and facilitate the commercialization of the renewable energy (RE) markets through the removal of barriers to increase investments in RE based power generation projects	<ul style="list-style-type: none"> Cumulative direct project CO₂ emission reductions from RE development by end-of-project (EOP), ktonnes CO₂ % share of RE in the power generation mix of the Philippines by EOP Number of sitio households in far-flung areas that have obtained access to reliable sources of renewable energy due to the Project, by EOP 	<ul style="list-style-type: none"> 0 14.4⁶⁴ 0 	<ul style="list-style-type: none"> 205⁶⁵ 35⁶⁶ 20,000⁶⁷ 	<ul style="list-style-type: none"> Project final report as well as annual surveys of energy generation for the entire energy sector of the Philippines as well as the energy generation of each RE project NEA surveys on the development of RE on rural electrification projects within their Sitio Electrification Program 	<ul style="list-style-type: none"> Economic growth in the country will continue Government support for RE development and utilization will not change
Outcome 1: ⁶⁸ Enforcement of a supportive policy and regulatory environment for leveraging investment in RE	<ul style="list-style-type: none"> Number of approved and enforced policies and guidelines for leveraging RE investments by Year 2 	<ul style="list-style-type: none"> 0 	<ul style="list-style-type: none"> 8⁷⁰ 	<ul style="list-style-type: none"> Guidebooks on operational rules that assist DOE on developing RE power projects in the country 	<ul style="list-style-type: none"> Continued government support for legislative and regulatory reform to promote and accelerate RE development

⁶³ Objective (Atlas output) monitored quarterly ERM and annually in APR/PIR

⁶⁴ This assumes 2,326 MW of RE installed capacity as of April 2014 out of a total installed capacity of 16,200 MW (DOE)

⁶⁵ See Table II-1 for detailed calculation

⁶⁶ DOE provides a forecast of total installed capacity of 27,600 MW by 2030. To meet the NREB RPS target of 15,304 MW of RE installed capacity by 2030, a total RE installed capacity of 12,978 MW will need to be developed. To meet this 2030 target from the current RE installed capacity of 2,326 MW, the annual growth of RE will need to be 811 MW over 15 years. As such, the share of the RE power generation mix by EOP should be 35% (or 7,192 MW of RE installed capacity against a projected total installed capacity in the Philippines of 20,475 MW. These targets should be reviewed during the Project to ensure they are commensurate with DOE's targets which are reviewed annually

⁶⁷ Assumption is made that 5 MW of renewable energy projects can supply reliable electricity to 20,000 households located in sitios or far-flung off grid communities.

⁶⁸ All outcomes monitored annually in the APR/PIR.

	Indicator	Baseline	Targets End of Project	Source of verification	Assumptions
development and applications at the local level	<ul style="list-style-type: none"> Number of sitios with off-grid rural electrification plans using RE⁶⁹ by EOP Number of businesses who have accreditation or applied for DOE accreditation by EOP to manufacture, fabricate or supply locally-produced RE components 	<ul style="list-style-type: none"> 0 0 	<ul style="list-style-type: none"> 12 50 	<ul style="list-style-type: none"> Documentation and resolutions passed during TWG meetings Studies of rural electrification models that incorporate innovative RE services Feasibility studies of FIT-ALL and tariffs for off-grid areas Report on policy recommendations for promotion of local manufacturing and assembly of quality RE systems 	<ul style="list-style-type: none"> Capacity of government does not substantially delay approval of RE policies and RE projects
Outcome 2: Strengthened institutional capacity that leads to increased RE investment at the local level	<ul style="list-style-type: none"> Number of funded and implemented RE projects championed or facilitated by LGU-based RE focal points by EOP Number of RE projects facilitated by operational provincial-level RE market service centers by EOP; Number of RE projects that were designed based on information and technical advice obtained from the established RE knowledge platform by EOP 	<ul style="list-style-type: none"> 0 0 0 	<ul style="list-style-type: none"> 5⁷¹ 5⁷² 6 	<ul style="list-style-type: none"> Workshop and seminar proceedings RE training course materials Training evaluations by participants Functional revived RE website 	<ul style="list-style-type: none"> Government budgets for RE data collection are replenished on an annual basis

⁷⁰ This includes five policy items are listed in Output 1.1, two local ordinances being planned and approved for implementation under Output 1.2 for Iloilo and Palawan Provinces, and one set of approved guidelines on mechanisms to assure system security with the penetration of RE in the grids under Output 1.3.

⁶⁹ A sitio typically consists of 20-50 households depending on the particular geographical location and cluster of houses with an average of 5 persons per household, and an average daily electricity consumption in the range of 10 to 15 kWh for rural-based households. According to NEA data from 2015, almost all 33,370 sitios have been electrified with barge-mounted fossil-fuel power generation. The DREAMS Project will assist NPC-SPUG in complying with the RE Act in preparing RE electrification plans for 12 sitios using products from Outputs 1.4 and 1.5

⁷¹ See Output 2.3 for details

⁷² See Output 2.4 for details

	Indicator	Baseline	Targets End of Project	Source of verification	Assumptions
Outcome 3: Capitalized RE market leads to an increased share of RE based power capacity	<ul style="list-style-type: none"> Cumulative MW of installed capacity registered in the RER established in the "capitalized" RE market by EOP Number of RE developers registered in the RER by EOP 	<ul style="list-style-type: none"> 0 0 	<ul style="list-style-type: none"> 10⁷³ 15 	<ul style="list-style-type: none"> Comprehensive market assessments of electricity markets and market policy mechanisms of the RPS Outputs from the RE Registrar software Bankable documents with business plans and financing options for RE projects entering the REM PPAs and approval permits to construct Contract documents for construction and RE technology installation Work inspection reports 	<ul style="list-style-type: none"> Substantial increase in RE development occurs during DREAMS Project There are sufficient number of RE entrants onto the REM that will allow the market to function without fear of collusion or price fixing
Outcome 4a: Enhanced confidence of project developers on the viability of RE projects at the local level	<ul style="list-style-type: none"> MW of RE projects that are being developed through the PPF by EOP Number of bankable RE plans completed by other LGUs who were interested in RE-based energy systems by Year 3; Number of certified technicians for RE equipment assembly and supply working with locally DOE accredited RE manufacturing entities by EOP. 	<ul style="list-style-type: none"> 0 0 0 	<ul style="list-style-type: none"> 15⁷⁴ 3 10 	<ul style="list-style-type: none"> Completed studies on RE policy/tariffs, and RE grid integration RE project approvals Documentation and resolutions passed during TWG meetings Studies of rural electrification models that incorporate innovative RE services Numbers of trained and certified local RE technicians Feasibility studies of site specific RE technology deployment 	<ul style="list-style-type: none"> Capacity of government does not substantially delay approval of RE policies and RE projects Sustained local support for RE projects Sufficient annual replenishment of RE development funds
Outcome 4b:	<ul style="list-style-type: none"> MW of installed capacity of RE 	<ul style="list-style-type: none"> 0 	<ul style="list-style-type: none"> 5⁷⁵ 	<ul style="list-style-type: none"> PPAs and approval 	<ul style="list-style-type: none"> Capacity of government does

⁷³ See Output 3.2 for details

⁷⁴ As described in Output 4.1, this would include the revival of a project preparation fund and its use in leveraging RE finance from an established RE fund. Activation and operationalization of these fund mechanisms would be done under a technical working group as described under Output 4.1;

	Indicator	Baseline	Targets End of Project	Source of verification	Assumptions
Increased number of operational RE projects using proven and emerging RE technologies that boosts successful replication	<p>projects being implemented that received support from new or improved RE financial mechanisms, by EOP;</p> <ul style="list-style-type: none"> MW of installed capacity of RE projects resulting from accelerated expediting of RE service contracts by EOP. 	<ul style="list-style-type: none"> 0 	<ul style="list-style-type: none"> 75⁷⁶ 	<p>permits to construct</p> <ul style="list-style-type: none"> Contract documents for construction and RE technology installation Work inspection reports 	<p>not substantially delay approval of RE policies and RE projects</p> <ul style="list-style-type: none"> Sustained local support for RE projects Construction and RET installations are undertaken by qualified and competent technicians

⁷⁵ Based on utilization of financial mechanisms setup and available capital in the PPF, and the technical assistance to prepare bankable RE project plans in Output 4.2.

⁷⁶ See Output 4.6 for details.

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

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- 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 rating⁶)
 - 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
 - 4.1 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 (*)
 - 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

⁶ See ToR Annex F for rating scales.

- 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

NOTE: Include COVID-19 specific questions, as needed.

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 & 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:
6 = Highly Satisfactory (HS): exceeds expectations and/or no shortcomings 5 = Satisfactory (S): meets expectations and/or no or minor shortcomings 4 = Moderately Satisfactory (MS): more or less meets expectations and/or some shortcomings 3 = Moderately Unsatisfactory (MU): somewhat below expectations and/or significant shortcomings 2 = Unsatisfactory (U): substantially below expectations and/or major shortcomings 1 = Highly Unsatisfactory (HU): severe shortcomings Unable to Assess (U/A): available information does not allow an assessment	4 = Likely (L): negligible risks to sustainability 3 = Moderately Likely (ML): moderate risks to sustainability 2 = Moderately Unlikely (MU): significant risks to sustainability 1 = Unlikely (U): severe risks to sustainability Unable to Assess (U/A): Unable to assess the expected incidence and magnitude of risks to sustainability

ToR Annex G: TE Report Clearance Form

Terminal Evaluation Report for (Project Title & UNDP PIMS ID) Reviewed and Cleared By:	
Commissioning Unit (M&E Focal Point)	
Name: _____	
Signature: _____	Date: _____
Regional Technical Advisor (Nature, Climate and Energy)	
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 (project name) (UNDP Project PIMS #)

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