Terms of Reference
National Consultant of Mid-Term Evaluation for Accelerating Clean Energy Access
to Reduce Inequality (ACCESS) Project

BASIC CONTRACT INFORMATION

Locations : Indonesia (DKI Jakarta, West Sulawesi, Southeast Sulawesi, East Nusa Tenggara and Central Kalimantan)
Duty Station : Home based with possible travel to her/his areas of responsibility
Type of contract : Individual Contract
Post Level : Senior Specialist (Mid-term evaluation – national consultants)
Languages required : English
Starting date : 1 December 2022
Duration of contract : 1 December 2022 – 14 April 2023
Expected Duration of Assignment: 35 working days

1. Background and context

"UNDP is the UN's global development network, an organization advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in about 170 countries and territories, including Indonesia, working to eradicate poverty while protecting the planet. UNDP supports implementation of the Sustainable Development Goals (SDGs). In Indonesia, UNDP works with the Government to integrate SDGs into national plan and policies."

Anchored in the 2030 Agenda for the Sustainable Development Goals (SDGs) and committed to the principles of universality, equality and leaving no one behind, the UNDP has issued the UNDP Strategic Plan 2018-2021 as guideline to help countries achieve SDGs by focusing UNDP's competence and expertise on three sets of development settings:
1. Eradicate poverty in all its forms and dimensions.
2. Accelerate structural transformation for sustainable development by addressing inequalities, transitioning to zero-carbon development & building a more inclusive accountable governance system.
3. Build resilience to shocks and crises.

In alignment with the UNDP Strategic Plan to reduce inequality, the acceleration of access to electricity using locally available renewable resources is a feasible intervention. Notably, because there are about 2,000 villages in Indonesia without sustainable access to power, and there are 17,000 islands in Indonesia that makes national grid interconnection is costly. The Government of Indonesia has been addressing this challenge by allocating state-owned budgets for rural electrification programme. With current fiscal capacity, meeting the target of national electrification with quality of service remains a big challenge.

UNDP, with funding support from KOICA Indonesia, implements a 4-year project titled "**Accelerating Clean Energy Access to Reduce Inequality (ACCESS)**." Under overall oversight from UNDP Indonesia, the project will be implemented in Indonesia and Timor-Leste in collaboration with UNDP Timor-Leste. The Ministry of Energy and Mineral Resources (MEMR) and KOICA Indonesia are the implementing partners of the ACCESS project in Indonesia, while the Ministry of State Administration (MSA) and KOICA Timor-Leste are the partners in Timor-Leste.

The ACCESS project's objective is for the poor and most vulnerable communities to have equitable and sustainable access to basic services required for improving livelihoods. In Indonesia, the ACCESS project locations are 23 villages in East Nusa Tenggara, West Sulawesi, Southeast Sulawesi, and Central KalimantanProvinces, while in Timor-Leste are 25 villages in Atauro, Bobonaro and Manatuto municipalities.

Contributing Outcomes (UNDAF/UNSDCF/CPD, RPD or GPD):

Country 1 (IDN): CPD (2021-2025) Outcome 2. Institutions and people contribute more effectively to advance a higher value-added and inclusive economic transformation.

Country 2 (TL): UNDAF (2015-2020) Outcome 2: People of Timor-Leste, especially the rural poor and vulnerable groups, derive social and economic benefits from improved access to and use of sustainable and resilient infrastructure

Outcomes:

1. Localized implementation of SDGs No.7 Affordable & Clean Energy through the provision of access to renewable-based electricity.
2. Strengthened South-South and Triangular Cooperation (SSTC) between Indonesia and Timor-Leste in promoting the use of clean energy in rural areas.

Output 1: Renewable-based power plants built providing sustainable access to electricity for remote villagers in Indonesia with institutional and local capacity in place.

Activity 1.1 Renewable-based energy infrastructures construction that providing access to electricity for households in targeted villages in Indonesia that can be monitored remotely.

Activity 1.2: Local capacity building for operation and maintenance of the built energy infrastructures.

Activity 1.3: Local institution establishment to enhance sustainability and scaled-up use of built energy infrastructures.

Activity 1.4: Results dissemination and planning for scaling up.

Output 2: Under SSTC between Indonesia and Timor-Leste, solar PV water pumps and Highly Efficient Solar Lamp System (LTSHE) are installed in remote villages in Timor-Leste providing sustainable access to clean water and lighting.

Activity 2.1 Commissioning of Feasibility Study consisting of technical, social, economic and environmental assessment.

Activity 2.2 Procurement of EPC contractor for solar water pump and LTSHE provider

Activity 2.3 Construction of solar water pumps and installation of LTSHE in compliance with social and environmental national standards.

Activity 2.4 Construction & installation and performance monitoring by owner's engineer.

Activity 2.5 Open recruitment and selection of operator candidates (women participation is encouraged).

Activity 2.6 Development and in-house training of SOP for operation and maintenance by solar water pump and LTSHE contractors.

Activity 2.7 In field training and certification of qualified operators by the formal certifying institution on solar PV water pump and LTSHE.

Activity 2.8 Establishment of Renewable Energy Service Cooperative (RESCO) with a viable business model to ensure service sustainability.

UNDP Indonesia is the implementation partner of KOICA for the ACCESS project. Under overall project management oversight by UNDP Indonesia, the UNDP Timor-Leste is responsible for producing Output two under South-South

Triangular Cooperation (SSTC) activities with Indonesia in forms of clean energy technology and technical certification for local operators. For the project implementation, ACCESS project is supported by the Project Management Unit (PMU) in Indonesia and Timor-Leste. The Ministry of Energy and Mineral Resources (MEMR) and KOICA Indonesia are the counterparts in Indonesia, while the Ministry of State Administration (MSA), KOICA Timor-Leste are the counterparts in Timor-Leste. These counterparts are the project board members expected to steer and provide strategic direction to the PMU.

At the end of the project, with minimum 30% of women as direct beneficiaries and in compliance with social-environmental safeguards, ACCESS is expected to result in access to electricity to at least 20,000 people in Indonesia and Timor-Leste, and access to water to 3,500 people in Timor-Leste from the total installation of about 1.2 Mega Watt decentralized solar-PV power plants, improve the technical capacity of 80 local people and enhance the sustainability of built clean energy infrastructure at the village level by establishment of local energy service institutions.

The Theory of Change underpinning the ACCESS project interventions in access to essential services is that people who live in remote locations regardless of gender are at risk of being left behind because of limited financial support, low education, and lack of technology options. If these people are provided with equitable and sustainable (available, accessible, and affordable) essential services of electricity and clean water, they can manage the facilities, and appropriate clean energy technology is introduced in neighboring countries; then their livelihoods will be improved and reduced inequality in the long term.
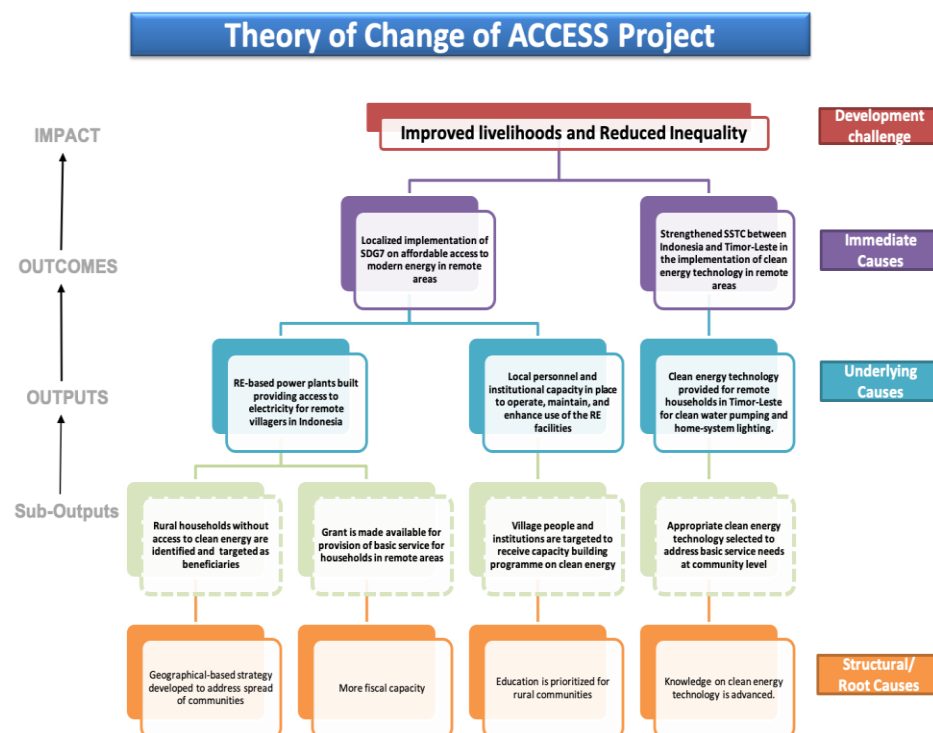

Figure 1. Theory of Change of ACCESS Project

Basic Project information can also be included in table format as follows:

PROJECT/OUTCOME INFORMATION		
Project/outcome title	Accelerating Clean Energy Access to Reduce Inequality (ACCESS)	
Atlas ID	00126434	
Corporate outcome and output	Contributing Outcomes (UNDAF/UNSDCF/CPD, RPD or GPD): Country 1 (IDN): CPD (2021-2025) Outcome 2. Institutions and people contribute more effectively to advance a higher value-added and inclusive economic transformation. Country 2 (TL): UNDAF (2015-2020) Outcome 2: People of Timor-Leste, especially the rural poor and vulnerable groups, derive social and economic benefits from improved access to and use of sustainable and resilient infrastructure Output 1: Renewable-based power plants built providing sustainable access to electricity for remote villagers in Indonesia with institutional and local capacity in place. Output 2: Under SSTC between Indonesia and Timor-Leste, solar PV water pumps and Highly Efficient Solar Lamp System (LTSHE) are installed in remote villages in Timor- Leste, providing sustainable access to clean water and lighting.	
Country	Indonesia	
Date project document signed	1 May 2020	
Project dates	**Start**	**Planned end**
	1 May 2020	31 December 2023
Project budget	USD 18,028,509	
Project expenditure at the time of evaluation		
Funding source	KOICA	
Implementing party[1]	UNDP Indonesia and Timor-Leste	

2. Evaluation purpose, scope and objectives

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

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[1] It is the entity that has overall responsibility for implementation of the project (award), effective use of resources and delivery of outputs in the signed project document and workplan.

The progress will be assessed in consideration of the following:

- Project strategy: project design and results framework/log frame;
- Progress towards results (outcomes);
- Project implementation and adaptive management: management arrangements, work planning, finance and co-finance, project-level monitoring and evaluation (M&E) systems, stakeholder engagement, social and environmental standards, reporting, and communication and knowledge management; and
- Sustainability: financial, socio-economic, environmental, institutional framework and governance risks to sustainability.
- Project structure
- Monitoring and evaluation approaches of the project

The objective for this MTE is to examine the progress of ACCESS against its original intentions, identify areas for improvement and given the changing governance context, identify new opportunities, recommend changes to update the project plan and approach.

The MTE will assess the following:

1. Relevance, effectiveness, and efficiency of project
2. Risks to sustainability
3. Extent to which gender equality and social inclusion and human rights aspects have been considered
4. Project structure
5. Monitoring and evaluation approaches of the project

The MTE will assess progress towards the achievement of the project objectives and outcomes as specified in the Project Document and assess early signs of project success or failure with the goal of identifying the necessary changes to be made in order to set the project on-track to achieve its intended results. The MTE will also review the project's strategy and its risks to sustainability. Results of MTE will be used by the Project Management Unit, the Project Board (MEMR, MSA, KOICA and UNDP) to improve the performance and compliance of the project to the standards

Issues relate directly to the questions the evaluation must answer so that users will have the information they need for pending decisions or action. An issue may concern the relevance, efficiency, effectiveness or sustainability of the intervention. In addition, UNDP evaluations must address how the intervention sought to strengthen the application of the rights-based approach and mainstream gender in development efforts.

Detailed Scope of the MTE

The MTE team will assess the following four categories of project progress. See the *Guidance For Conducting Midterm Reviews of UNDP-Supported[2],* for extended descriptions.

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[2] Link: web.undp.org/evaluation/guideline/documents/PDF/UNDP_Evaluation_Guidelines.pdf

1. **Project Strategy**

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

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

2. **Progress Towards Results**
- Review the logframe indicators against progress made towards the end-of-project targets; populate the Progress Towards Results Matrix, as described in the *Guidance For Conducting Midterm Reviews of UNDP-Supported,* colour code progress in a "traffic light system" based on the level of progress achieved; assign a rating on progress for the project objective and each outcome; make recommendations from the areas marked as "not on target to be achieved" (red).
- Identify remaining barriers to achieving the project objective in the remainder of the project.
- By reviewing the aspects of the project that have already been successful, identify ways in which the project can further expand these benefits.

3. **Project Implementation and Adaptive Management**
   Management Arrangements
- Review overall effectiveness of project management as outlined in the Project Document. Have changes been made and are they effective? Are responsibilities and reporting lines clear? Is decision-making transparent and undertaken in a timely manner? Recommend areas for improvement.
- Review the quality of execution of the Executing Agency/Implementing Partner(s) and recommend areas for improvement.
- Review the quality of support provided by UNDP and recommend areas for improvement.

- Do the Executing Agency/Implementing Partner and/or UNDP and other partners have the capacity to deliver benefits to or involve women? If yes, how?
- What is the gender balance of project staff? What steps have been taken to ensure gender balance in project staff?
- What is the gender balance of the Project Board? What steps have been taken to ensure gender balance in the Project Board?

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

Finance and co-finance
- Consider the financial management of the project, with specific reference to the cost-effectiveness of interventions.
- Review the changes to fund allocations as a result of budget revisions and assess the appropriateness and relevance of such revisions.
- Does the project have the appropriate financial controls, including reporting and planning, that allow management to make informed decisions regarding the budget and allow for timely flow of funds?

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

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

Social and Environmental Standards (Safeguards)
- Validate the risks identified in the project's most current SESP, and those risks' ratings; are any revisions needed?
- Summarize and assess the revisions made since CEO Endorsement/Approval (if any) to:
  o The project's overall safeguards risk categorization.

- o The identified types of risks[3] (in the SESP).
- o The individual risk ratings (in the SESP) .
- Describe and assess progress made in the implementation of the project's social and environmental management measures as outlined in the SESP submitted at CEO Endorsement/Approval (and prepared during implementation, if any), including any revisions to those measures. Such management measures might include Environmental and Social Management Plans (ESMPs) or other management plans, though can also include aspects of a project's design; refer to Question 6 in the SESP template for a summary of the identified management measures.

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

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

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

4. **Sustainability**

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

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

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

Socio-economic risks to sustainability:
- Are there any social or political risks that may jeopardize sustainability of project outcomes? What is the risk that the level of stakeholder ownership (including ownership by governments and other key stakeholders) will be insufficient to allow for the project outcomes/benefits to be sustained? Do the various key stakeholders see that it is in their interest that the project benefits continue to flow? Is there sufficient public / stakeholder awareness in support of the long-term objectives of the project? Are lessons learned being documented by the Project Team on a continual basis and shared/ transferred to appropriate parties who could learn from the project and potentially replicate and/or scale it in the future?

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

Environmental risks to sustainability:
- Are there any environmental risks that may jeopardize sustenance of project outcomes?

Conclusions & Recommendations

The MTE consultant will include a section in the MTE report for evidence-based **conclusions**, in light of the findings.

Additionally, the MTE consultant is expected to make **recommendations** to the Project Team. Recommendations should be succinct suggestions for critical intervention that are specific, measurable, achievable, and relevant. A recommendation table should be put in the report's executive summary. The MTE consultant should make no more than 15 recommendations total.

Ratings

The MTE consultant will include its ratings of the project's results and brief descriptions of the associated achievements in a *MTE Ratings & Achievement Summary Table* in the Executive Summary of the MTE report. See the TOR Annexes for the Rating Table and ratings scales.

3.   Evaluation criteria and key guiding questions

The mid-term evaluation seeks to answer guiding questions, focused on the UNDP and KOICA evaluation criteria of relevance, effectiveness, efficiency, coherence, and sustainability. The evaluation consultant will propose a revised list of criteria and guiding questions prior to launching the mid-term evaluation. Below are some questions that could inspire the evaluation:

Relevance
- To what extent is the ACCESS project relevant to the social, economic, and political environment in the region, sub-regional and at national levels? Does it adapt well to changes in the context?
- To what extent is the theory of change and objectives at outcome and output levels relevant and appropriate to achieve the overall objective?

Effectiveness and efficiency of the management systems
- Is the governance structure of ACCESS conducive for achieving results and for scale and speed of the intervention?
- Are the division of respective roles and responsibility, including financial, and the coordination and collaboration are effective and positively contributing to results?
- Is the M&E system working to produce the necessary data and analysis to show results and proof of concept?
- Have associated risks at the regional, national, and local level been anticipated and addressed?
- To what extent has there been an economical use of financial and human resources? Have resources (funds, human resources, time, expertise, etc.) been allocated strategically to achieve outcomes?
- How effective was the arrangement and activities on South South Triangular Cooperation (SSTC) among Indonesia, Timor Leste, and Korea?

Effectiveness of the project
- To what extent is the ACCESS project on track to achieve planned results (intended and unintended, positive, or negative) for the priority areas? In which areas does the project have the greatest and fewest achievements? Why and what have been the supporting factors? How can the project build on or expand these achievements or what have been the constraining factors and how could they be overcome?
- Do the assumptions of the theory of change hold? Are the conditions in place that are required for the effective transition from humanitarian to development and to improving the perception of State legitimacy and strengthening the social contract?
- How were the United Nations programming principles including gender and human rights mainstreamed in the design, implementation and monitoring and evaluation of the ACCESS project? Were there any unintended effects?

Coherence
- To what extent are the policies and activities of different actors in the region complementary or contradictory in adding value while avoiding duplication of effort?
- To what extent is the project effective in coordinating its activities with UN agencies, relevant development partners, donors, CSO, NGOs and academic institutions? What have been the constraining factors and how could they be overcome? What have been supporting factors?

Sustainability
- What is the likelihood that the benefits that resulted from the ACCESS project will continue at Regional and sub regional levels through adequate ownership, commitment, financing, and willingness displayed by the member states/Governments?
- To what extent do mechanisms, procedures and policies exist to carry forward the results attained on gender equality, empowerment of women, human rights, and human development by primary stakeholders?
- To what extent do partnerships exist with other regional institutions, NGOs, United Nations agencies, the private sector and development partners to sustain the attained results?

Human rights
- To what extent have women and vulnerable groups in targeted communities benefited from the work of UNDP in the country?

Gender equality
- To what extent have gender equality and the empowerment of women been addressed in the design, implementation and monitoring of the project?
- Is the gender marker data assigned to this project representative of reality?
- To what extent has the project promoted positive changes in gender equality and the empowerment of women? Were there any unintended effects?

Environment
- What is impact on environment throughout the Project?
- What are the risk management tools/countermeasures for possible environmental damage?

Based on the identified criteria and guiding questions, the evaluation team is expected to provide overarching conclusions on ACCESS project results in the priority areas of support, as well as recommendations on how the ACCESS project could adjust its programming, partnership arrangements, resource mobilization strategies, and capacities to ensure that the ACCESS project fully achieves current planned outcomes and is positioned for sustainable results in the future. The mid-term evaluation is additionally expected to offer lessons for UNDP support in the region and elsewhere based on this analysis and provide recommendations for the success of the ACCESS project.

4. Approach and Methodology

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

The MTE 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 Project Review/PARs, project budget revisions, national strategic and legal documents, and any other materials that the team considers useful for this evidence-based review.

The MTE consultant is expected to follow a collaborative and participatory approach[4] ensuring close engagement with the Project Team, government counterparts (Ministry of Energy and Mineral Resources/MEMR Indonesia), the UNDP Country Office, direct beneficiaries, and other key stakeholders.

Engagement of stakeholders is vital to a successful MTE.[5] Stakeholder involvement should include interviews with stakeholders who have project responsibilities, including but not limited to MEMR; executing agencies, senior officials and task team/ component leaders, key experts and consultants in the subject area, Project Board, project stakeholders, academia, local government and CSOs, etc. Additionally, the MTE team is expected to conduct field missions to West Sulawesi, South East Sulawesi, Central Kalimantan and East Nusa Tenggara Provinces of Indonesia, including at least 1 project sites from each provinces, and also conduct FGD at the provincial/district level involving stakeholders from other target districts/villages/sub-villages.

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

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[4] For ideas on innovative and participatory Monitoring and Evaluation strategies and techniques, see UNDP Discussion Paper: Innovations in Monitoring & Evaluating Results, 05 Nov 2013.
[5] For more stakeholder engagement in the M&E process, see the UNDP Handbook on Planning, Monitoring and Evaluating for Development Results, Chapter 3, pg. 93.

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

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

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

Methodological approaches may include some or all of the following:

- Mid-term evaluation should employ a combination of both qualitative and quantitative evaluation methods and instruments.
- **Document review of all relevant documentation.** This would include a review of inter alia
  o Project document
  o Theory of change and results framework.
  o Programme and project quality assurance reports.
  o Annual workplans.
  o Activity designs.
  o Consolidated quarterly and annual reports.
  o Highlights of project board meetings.
  o Technical/financial monitoring reports.
- **Semi-structured interviews** with key stakeholders including key government counterparts, donor community members, representatives of key civil society organizations and implementing partners:
  o **Development of evaluation questions** around relevance, effectiveness, efficiency and sustainability and designed for different stakeholders to be interviewed.
  o Key informant and focus group discussions with men and women, beneficiaries and stakeholders.
  o All interviews should be undertaken in full confidence and anonymity. The final evaluation report should not assign specific comments to individuals.
- **Surveys and questionnaires** including participants in development programmes and/or surveys and questionnaires involving other stakeholders at strategic and programmatic levels.
- **Field visits** and on-site validation of key tangible outputs and interventions.
- The evaluator is expected to follow a participatory and consultative approach that ensures close engagement with the evaluation managers, implementing partners and direct beneficiaries.
- **Other methods** such as outcome mapping, observational visits, group discussions, etc.
- **Data review and analysis** of monitoring and other data sources and methods.
  o Ensure maximum validity, reliability of data (quality) and promote use; the evaluation team will ensure triangulation of the various data sources.

The final methodological approach including interview schedule, field visits and data to be used in the evaluation should be clearly outlined in the inception report and be fully discussed and agreed between UNDP, stakeholders and the consultant.

5. Expected Outputs and Deliverables

- **Evaluation inception report (10-15 pages).** The inception report should be carried out following and based on preliminary discussions with UNDP after the desk review and should be produced before the evaluation starts (before any formal evaluation interviews, survey distribution or field visits) and prior to the country visit in the case of international evaluators.
Timing: No later than 2 weeks before the Mid-term evaluation mission

- **Evaluation debriefings.** Immediately following an evaluation, UNDP may ask for a preliminary debriefing and findings.
Timing: End of mid-term evaluation mission

- **Draft evaluation report (within an agreed length).**[6] The programme unit and key stakeholders in the evaluation should review the draft evaluation report and provide an amalgamated set of comments to the evaluator within an agreed period of time, addressing the content required (as agreed in the TOR and inception report) and quality criteria as outlined in these guidelines.
Timing: Within 3 weeks of end of Mid-term evaluation mission

- **Evaluation report audit trail.** Comments and changes by the evaluator in response to the draft report should be retained by the evaluator to show how they have addressed comments.
Timing: Within 1 week of receiving comments on draft report

- **Final evaluation report.**
Timing: Within 2 weeks of receiving comments on draft report

- **Presentations to stakeholders and/or the evaluation reference group** (*if requested in the TOR*).

- **Evaluation brief and other knowledge products** or participation in knowledge-sharing events, if relevant.

Institutional Arrangements

The principal responsibility for managing this MTE resides with the Commissioning Unit. The Commissioning Unit for this project's MTE is (Project Manager, Monitoring and Evaluation Analyst, Technical officers/analysts).

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

6. Required competencies

The MTE consultant will assess emerging trends with respect to regulatory frameworks, budget allocations, capacity building, working with the Project Team in developing the mid-term evaluation itinerary, field visit with Project Team, and direct interview with stakeholders. UNDP will supervise the work of MTE consultant in collaboration with Korea Institute for Development Strategy (KDS), and provide technical guidance in each stage of MTE for the MTE consultant as well as feedback on main deliverables.

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[6] A length of 40 to 60 pages including executive summary is suggested.

	KDS staff	UNDP staff	MTE consultant
Evaluation design, ToR development	√	√	
Evaluation plan	√ (review)	√ (review)	√ (development)
Document review			√
Questionnaire	√ (review)	√ (review)	√ (development)
Interview	√ Government Villages (max. 2 per country)	√ Government Villages	√ Government Villages
Surveys	√ (on-site)	√ (on-site)	√ (with village facilitators)
Writing	√ (review and contribution)	√ (review and contribution)	√ (draft)
Reporting	√ (KOICA)	√ (PBM)	

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

The selection of MTE consultant will be aimed at maximizing the overall "team" qualities in the following areas. All of requirements are applicable for MTE consultant.

Education
- At least Bachelor degree (for national consultant) in a field related to Monitoring and Evaluation, Rural Electrification, Environment, Renewable Energy, Climate Change, Sustainable Development, Social Science, or other closely related field from an accredited college or university

Experience
- 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, rural development, rural electrification, and/or promotion of sustainable and modern energy services in communities;
- Experience working with Environment, Energy, Climate Change, Community Development, Rural Electrification, or other closely related field projects in Indonesia or Southeast Asia;
- Experience in relevant technical areas for at least 6 years;
- Experience in evaluating rural development projects;

- 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.
Fluency in Bahasa Indonesia.

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

7. Evaluation ethics

The MTE consultant 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 consultant 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 consultant 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 with the express authorization of UNDP and partners."

8. Implementation arrangements

Duty Station

Duty Station: Indonesia

Travel:
- Domestic travel will be required to at least 1 target village in every province, and 1 meeting at the provincial involving stakeholders from other target villages during the MTE mission;
- The BSAFE training course must be successfully completed prior to commencement of travel; Herewith is the link to access this training: https://training.dss.un.org/courses/login/index.php . These training modules at this secure internet site is accessible to Consultants, which allows for registration with private email.
- Individual Consultants are responsible for ensuring they have vaccinations/inoculations when travelling to certain countries, as designated by the UN Medical Director.
- Consultants are required to comply with the UN security directives set forth under https://dss.un.org/dssweb/
- All related travel expenses will be covered and will be reimbursed as per UNDP rules and regulations upon submission of an F-10 claim form and supporting documents.

9. Time frame for the evaluation process

The total duration of the mid-term evaluation will be approximately 35 working days over a period of 4,5 months starting on 1 December 2022 to 15 April 2023. The tentative mid-term evaluation is as follows:

Timeframe	Activity
25 November 2022	Application closes
28-30 November 2022	Selection of mid-term evaluation team, contract issuance
1 December 2022	Preparation period for mid-term evaluation team (handover of project documents)
1 – 14 December 2022 (4 days)	Document review and preparation of mid-term evaluation Inception Report *Note: Options for site visits should be provided in the mid-term evaluation Inception Report.*
16 December 2022 (1 day)	Finalization and submission of mid-term evaluation Inception Report
5 January- 17 February 2023 (16 days)	Mid-term evaluation mission: stakeholder meetings, interviews, surveys, field visits, etc. Field visit to at least 1 village per province, and 1 meeting at provincial level with province, district, and ACCESS villages representatives at provincial level: - West Sulawesi – 4 days - South East Sulawesi – 4 days - Central Kalimantan – 4 days - East Nusa Tenggara – 4 days
21 February 2023 (1 day)	Mission wrap-up meeting & presentation of initial findings; earliest end of mid-term evaluation mission in Jakarta
22 February – 16 March 2023 (10 days)	Preparation of draft mid-term evaluation report
17 March – 24 March 2023	Circulation of draft mid-term evaluation report for comments
27 – 31 March 2022 (3 days)	Incorporation of comments on draft mid-term evaluation report, mid-term evaluation audit trail & finalization of mid-term evaluation report
3 April 2023	Preparation and Issuance of Management Response **by implementing partner**, concluding Stakeholder Workshop/PBM.
14 April 2023	Expected date of full mid-term evaluation completion

Example of working day allocation and schedule for an evaluation (outcome evaluation)

ACTIVITY	ESTIMATED # OF DAYS	DATE OF COMPLETION	PLACE	RESPONSIBLE PARTY
Phase One: Desk review and inception report				
Meeting briefing with UNDP (programme managers and project staff as needed)	-	At the time of contract signing	UNDP or remote	Evaluation manager and commissioner
Sharing of the relevant documentation with the evaluation team	-	At the time of contract signing	Via email	Evaluation manager and commissioner
Desk review, Evaluation design, methodology and updated workplan including the list of stakeholders to be interviewed	4 days	Within two weeks of contract signing	Home- based	Evaluation Team
Submission of the inception report (15 pages maximum)	1 day	No later than 2 weeks before the MTE according to the section 5.		Evaluation team
Comments and approval of inception report	-	Within one week of submission of the inception report	UNDP	Evaluation manager
Phase Two: Data-collection mission				
Consultations and field visits, in-depth interviews and focus groups	16 days	Within six weeks of contract signing	In country With field visits	UNDP to organize with local project partners, project staff, local authorities, NGOs, etc.
Debriefing to UNDP and key stakeholders	1 day		In country	Evaluation team
Phase Three: Evaluation report writing				
Preparation of draft evaluation report (50 pages maximum excluding annexes), executive summary (5 pages)	10 days	Within three weeks of the completion of the field mission	Home- based	Evaluation team
Draft report submission	-			Evaluation team
Consolidated UNDP and stakeholder comments to the draft report	-	Within two weeks of submission of the draft evaluation report	UNDP	Evaluation manager and evaluation reference group
Debriefing with UNDP	1 day	Within one week of receipt of comments	Remotely UNDP	UNDP, evaluation reference group, stakeholder and evaluation team
Finalization of the evaluation report incorporating additions and comments provided by project staff and UNDP country office	3 days	Within one week of final debriefing	Home- based	Evaluation team

Submission of the final evaluation report to UNDP country office (50 pages maximum excluding executive summary and annexes)	-	Within one week of final debriefing	Home- based	Evaluation team
Estimated total days for the evaluation	**35**			

This is an illustrative example and individual evaluations will have their own requirements based on the nature of the UNDAF, outcome or project, budget available, size of the evaluation team and deadline for completion, sharing or inclusion in other processes.

10. Application submission process and criteria for selection

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[7] provided by UNDP;
b) **CV** and a **Personal History Form** (P11 form[8]);
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 by 25 November 2022. 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 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.

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[7]https://intranet.undp.org/unit/bom/pso/Support%20documents%20on%20IC%20Guidelines/Template%20for%20Confirmatio n%20of%20Interest%20and%20Submission%20of%20Financial%20Proposal.docx
[8] http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc

Criteria	Weight	Maximum Point
Technical Criteria	**70%**	**100**
1. At least Bachelor's degree in a field related to Monitoring and Evaluation, Rural Electrification, Environment, Renewable Energy, Climate Change, Sustainable Development, Social Science, or other closely related field from an accredited college or university		**10**
2. Relevant experience with result-based management evaluation methodologies;		**10**
3. Experience applying SMART indicators and reconstructing or validating baseline scenarios;		**10**
4. Competence in adaptive management, as applied to climate change mitigation, rural development, rural electrification, and/or promotion of sustainable and modern energy services in communities;		**10**
5. Experience working with Environment, Energy, Climate Change, Community Development, Rural Electrification, or other closely related field projects in Indonesia or Southeast Asia;		**10**
6. Experience in relevant technical areas for at least 6 years;		**10**
7. 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.		**10**
8. Experience in conducting interview, stakeholder's consultation.		**5**
9. Project evaluation/review experiences within United Nations system will be considered an asset;		**5**
10. Fluency in written English.		**5**
Criteria B: Brief Description of Approach to Assignment		**15**
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?		
Financial Criteria	**30%**	

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11. PAYMENT SCHEDULE

- 20% payment upon satisfactory delivery of the final MTE Inception Report and approval by the Commissioning Unit

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

Criteria for issuing the final payment of 40%:
- The final MTE report includes all requirements outlined in the MTE TOR and is in accordance with the MTE guidance.
- The final MTE report is clearly written, logically organized, and is specific for this project (i.e. text has not been cut & pasted from other MTE 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 MTE, 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

MTE 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.

12. **ANNEXES TO THE TOR**

- **ToR ANNEX A: List of Documents to be reviewed by the MTE Team**
- **ToR ANNEX B: Guidelines on Contents for the Midterm Review Report**[9]
- **ToR ANNEX C: Midterm Review Evaluative Matrix Template**
- **ToR ANNEX D: UNEG Code of Conduct for Evaluators/Midterm Review Consultants**[10]
- **ToR ANNEX E: MTE Ratings Table and Ratings Scales**
- **ToR ANNEX F: MTE Report Clearance Form**
- **ToR ANNEX G: Audit Trail Template**
- **ToR ANNEX H: Progress Towards Results Matrix**

ToR ANNEX A: List of Documents to be reviewed by the MTE Consultant

(The Commissioning Unit is responsible for compiling these documents prior to the recruitment of the MTE team so that they are available to the team immediately after contract signature.)

1. PAR/ Annual Report
2. UNDP Initiation Plan
3. UNDP Project Document
4. UNDP Social and Environmental Screening Procedure (SESP)
5. Project Inception Report
6. All Project Implementation Reports
7. Quarterly progress reports and work plans of the various implementation task teams
8. Audit reports
9. Oversight mission reports
10. All monitoring reports prepared by the project
11. Financial and Administration guidelines used by Project Team

The following documents will also be available:
12. Project operational guidelines, manuals and systems
13. UNDP country/countries programme document(s)
14. Minutes of the (*Project Title*) Board Meetings and other meetings (i.e. Project Appraisal Committee meetings)
15. Project site location maps
16. Any additional documents, as relevant.

ToR ANNEX B: Guidelines on Contents for the Midterm Review Report[11]

   i.   Basic Report Information *(for opening page or title page)*
- Title of UNDP supported project
- UNDP project ID#
- MTE time frame and date of MTE report
- Region and countries included in the project
- Executing Agency/Implementing Partner and other project partners
- Acknowledgements

   ii.   Table of Contents

   iii.   Acronyms and Abbreviations

   1.   Executive Summary *(3-5 pages)*

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[9] The Report length should not exceed *40* pages in total (not including annexes).
[10] http://www.unevaluation.org/document/detail/100
[11] The Report length should not exceed *40* pages in total (not including annexes).

- Project Information Table
- Project Description (brief)
- Project Progress Summary (between 200-500 words)
- MTE Ratings & Achievement Summary Table
- Concise summary of conclusions
- Recommendation Summary Table

2. **Introduction** *(2-3 pages)*
   - Purpose of the MTE and objectives
   - Scope & Methodology: principles of design and execution of the MTE, MTE approach and data collection methods, limitations to the MTE
   - Structure of the MTE report

3. **Project Description and Background Context** *(3-5 pages)*
   - Development context: environmental, socio-economic, institutional, and policy factors relevant to the project objective and scope
   - Problems that the project sought to address: threats and barriers targeted
   - Project Description and Strategy: objective, outcomes and expected results, description of field sites (if any)
   - Project Implementation Arrangements: short description of the Project Board, key implementing partner arrangements, etc.
   - Project timing and milestones
   - Main stakeholders: summary list

4. **Findings** *(12-14 pages)*

   4.1 Project Strategy
   - Project Design
   - Results Framework/Logframe

   4.2 Progress Towards Results
   - Progress towards outcomes analysis
   - Remaining barriers to achieving the project objective

   4.3 Project Implementation and Adaptive Management
   - Management Arrangements
   - Work planning
   - Finance and co-finance
   - Project-level monitoring and evaluation systems
   - Stakeholder engagement
   - Social and Environmental Standards (Safeguards)
   - Reporting
   - Communications & Knowledge Management

   4.4 Sustainability
   - Financial risks to sustainability
   - Socio-economic to sustainability
   - Institutional framework and governance risks to sustainability
   - Environmental risks to sustainability

5. **Conclusions and Recommendations** *(4-6 pages)*

   5.1 Conclusions
   - Comprehensive and balanced statements (that are evidence-based and connected to the MTE's findings) which highlight the strengths, weaknesses and results of the project

   5.2 Recommendations
   - Corrective actions for the design, implementation, monitoring and evaluation of the project
   - Actions to follow up or reinforce initial benefits from the project
   - Proposals for future directions underlining main objectives

6. Annexes
   - MTE ToR (excluding ToR annexes)
   - MTE evaluative matrix (evaluation criteria with key questions, indicators, sources of data, and methodology)
   - Example Questionnaire or Interview Guide used for data collection
   - Ratings Scales
   - MTE mission itinerary
   - List of persons interviewed
   - List of documents reviewed
   - Co-financing table (if not previously included in the body of the report)
   - Signed UNEG Code of Conduct form
   - Signed MTE final report clearance form
   - *Annexed in a separate file:* Audit trail from received comments on draft MTE report

ToR ANNEX C: Midterm Review Evaluative Matrix Template

(Draft questions to be filled out by the Commissioning Unit with support from the Project Team)

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

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

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

ToR ANNEX D: UNEG Code of Conduct for Evaluators/Midterm Review Consultant[12]

Consultant:

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

MTR Consultant Agreement Form

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

Name of Consultant: _____

Name of Consultancy Organization (where relevant): _____

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

Signed at _____ (Place)   on _____
(Date)

Signature: _____

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[12] http://www.unevaluation.org/document/detail/100

ToR ANNEX E: MTE Ratings & Achievement Summary Table + Ratings Scale

MTE Ratings & Achievement Summary Table for (Project Title)

Measure	MTE Rating	Achievement Description
Project Strategy	N/A	
Progress Towards Results	Objective Achievement Rating: (rate 6 pt. scale)	
	Outcome 1 Achievement Rating: (rate 6 pt. scale)	
	Outcome 2 Achievement Rating: (rate 6 pt. scale)	
	Outcome 3 Achievement Rating: (rate 6 pt. scale)	
	Etc.	
Project Implementation & Adaptive Management	(rate 6 pt. scale)	
Sustainability	(rate 4 pt. scale)	

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

Ratings for Project Implementation & Adaptive Management: (one overall rating)		
6	Highly Satisfactory (HS)	Implementation of all seven components – management arrangements, work planning, finance and co-finance, project-level monitoring and evaluation systems, stakeholder engagement, reporting, and communications – is leading to efficient and effective project implementation and adaptive management. The project can be presented as "good practice".
5	Satisfactory (S)	Implementation of most of the seven components is leading to efficient and effective project implementation and adaptive management except for only few that are subject to remedial action.
4	Moderately Satisfactory (MS)	Implementation of some of the seven components is leading to efficient and effective project implementation and adaptive management, with some components requiring remedial action.

3	Moderately Unsatisfactory (MU)	Implementation of some of the seven components is not leading to efficient and effective project implementation and adaptive, with most components requiring remedial action.
2	Unsatisfactory (U)	Implementation of most of the seven components is not leading to efficient and effective project implementation and adaptive management.
1	Highly Unsatisfactory (HU)	Implementation of none of the seven components is leading to efficient and effective project implementation and adaptive management.

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

ToR ANNEX F: MTE Report Clearance Form
(to be completed by the Commissioning Unit and RTA and included in the final document)

Midterm Review Report Reviewed and Cleared By:

Commissioning Unit (M&E Focal Point)

Name: _____

Signature: _____   Date: _____

Senior Advisor Sustainable Energy

Name: _____

Signature: _____   Date: _____

ToR ANNEX G: Audit Trail Template

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

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

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

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

ToR ANNEX H: Progress Towards Results Matrix

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

Project Strategy	Indicator[13]	Baseline Level[14]	Level in 1st PIR (self-reported)	Midterm Target[15]	End-of-project Target	Midterm Level & Assessment [16]	Achievement Rating[17]	Justification for Rating
Objective:	Indicator (if applicable):							
Outcome 1:	Indicator 1:							
	Indicator 2:							
Outcome 2:	Indicator 3:							
	Indicator 4:							
	Etc.							
Etc.								

Indicator Assessment Key

Green= Achieved	Yellow= On target to be achieved	Red= Not on target to be achieved

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[13] Populate with data from the Logframe and scorecards
[14] Populate with data from the Project Document
[15] If available
[16] Colour code this column only
[17] Use the 6 point Progress Towards Results Rating Scale: HS, S, MS, MU, U, HU