

Section II: Schedule of Requirements

TERMS OF REFERENCE

Background Information – Southeast Asian Energy Transition Partnership (ETP)

The Southeast Asia Energy Transition Partnership (ETP) brings together governments and philanthropies to work with partner countries in the region. We support the transition towards modern energy systems that can simultaneously ensure economic growth, energy security, and environmental sustainability. Enabling the transition toward greener energy systems will greatly contribute to the achievement of the UN's Sustainable Development Goals (SDGs) and the Paris Climate Agreement objectives.

ETP is initially focusing on Indonesia, the Philippines and Vietnam, which are the countries in the region with the highest energy demand, a substantial pipeline for fossil fuel-based projects, and a significant and cost-effective potential for renewable energy and energy efficiency. ETP provides High Level Technical Advisory Support, Holistic Support to Governments on financing and technical needs, capacity and skill development and facilitation of dialogues in all related areas.

A Secretariat, incorporated into UNOPS will support the Steering Committee (SC) and facilitate the implementation of SC's decisions. The Secretariat will operate as per defined Terms of Reference approved by the SC. The Secretariat will undertake day-to-day management and operation of the ETP Fund: (1) it launches Calls for Proposal and carries out proposals assessments; (2) it provides assistance and support to implementing partners; (3) facilitates the design, development and implementation of an overall M&E strategy; (4) monitors progress made by each project during the implementation phase.

ETP Secretariat hosted at UNOPS Thailand Hub Offices will support the SC and facilitate the implementation of SC's decisions. The Secretariat will operate as per defined Terms of Reference approved by the SC. ETP Secretariat will undertake day-to-day management and operation of the ETP Fund: (1) it launches Calls for Proposal and carries out proposals assessments; (2) it provides assistance and support to projects; (3) facilitates the design, development and implementation of an overall M&E strategy; (4) monitors progress made by each project during the implementation phase.

ETP Secretariat will work in close cooperation with the SC, the Advisory Panel and UNOPS Services. The members of the secretariat will be selected following the UNOPS rules and regulations. Within the framework of the delegated authority, the incumbent is assigned all or part of the following duties which are performed according to organizational needs and structure:

Expected Outputs:

The selected entity (hereafter referred to as 'Consultant') will be responsible for improving and maintaining an effective, transparent and efficient results-based management framework, the baseline data, design and undertaking a process for a periodical monitoring and reporting on results of ETP's programs in concert with the ETP Secretariat, under the Rules and Regulations of UNOPS, and in accordance with the strategy approved by the ETP Steering Committee. Consultant will also be responsible for reporting on the RBMF and its components, which requires M&E regular follow up of updates sourced from ETP's implementing partners and ETP's Aligned programs. The Consultant will also be responsible for clear and catchy presentation of the results, making the results aggregation and escalation pathways vivid and easily understandable.

Functional responsibilities:

In consultation with the ETP Secretariat, the Consultant will continuously seek to improve ETP's monitoring and evaluation strategy and presentation for ETP, using results-based monitoring framework agreed with

ETP's Steering Committee. The Consultant will review and upgrade ETP's strategy for results management and monitoring, baseline data, data sources and processes for updating and reporting on data on ETP's activities and results. The M&E Officer provides technical leadership on M&E systems development and implementation, accounting for potential interfaces with national M&E systems and those of other partner agencies and programs, and facilitates external/internal assessments, evaluations and responses to data requests regarding ETP's programmes and funds managed by ETP Secretariat.

Specific Deliverables:

1. Improving the effectiveness, efficiency and communication value of ETP's M&E systems for ETP's projects and ETP's own performance as well as that of aligned programs, including through a public-facing website tool that displays ETP's tracked results.
 - a. Improving and maintaining a dashboard with user-friendly presentations of the results data, including in clear and compelling graphical presentations, ensuring effective IT solutions and their integration in ETP's website and intranet configurations.
 - b. Ensuring and incorporating feedback to/from Fund beneficiaries on data and analyses. Identify lessons learned, pursue their incorporation in ETP's project activities and overall all operations and strategy and identify and develop communication tools to provide useful information on these for a wider dissemination.
 - c. Supporting monitoring and evaluation missions commissioned by the ETP Steering Committee or UNOPS.
 - d. Identifying ways to promote information sharing related to ETP M&E among stakeholders.
2. Providing technical input and strategy for the design, implementation and recurrent monitoring activity, M&E reporting, and improvement of M&E systems, policies, tools, processes.
 - a. Designing baseline, mid-term and final evaluation surveys, using a combination of quantitative and qualitative methods.
 - b. Developing and revising M&E-related guidance on energy transition topics as they pertain to ETP's activities, including data quality management procedures under calls for proposal and procurement actions under ETP, and design of evaluation TORs.
 - c. Coordinating with the Sr Program Manager, undertaking periodic monitoring and evaluation of activities, including supporting the preparation of periodic and annual M&E work reports, plans and budgets.
 - d. Conducting and/or overseeing survey and other studies' implementation and analysis.
3. Ensuring that M&E data are readily available, as appropriate, to the ETP Steering Committee and the ETP Secretariat and to other stakeholders, particularly on input, output, outcome results, impact and lessons learnt from Fund activities.
 - a. Reviewing and providing strategic advice related to theories of change, measurement frameworks, log frames and/or indicators on proposals submitted to the ETP Secretariat.
 - b. Supporting implementing partners, ETP's and ETP's aligned programs' on M&E methodology, indicators, baseline and tracked data and providing continuous expert advice for improving results reporting.
 - c. Reviewing implementing partners' M&E systems, to update and revise ETP M&E methodology ensuring its relevance, incorporation of innovation, and advocacy in energy transition.
 - d. Advising to ensure the final evaluations of Implementing Partners' projects are undertaken by independent experts to a suitable standard.

- e. Providing support to implementing partners to ensure participation in the ETP M&E process and an adequate flow of information and data.
- f. Ensuring the incorporation of M&E findings into relevant programme reports and providing relevant recommendations to the ETP Secretariat and the Steering Committee.
- g. Overseeing data compilation, analysis and reporting processes to measure progress and achievements.
- h. Contributing to specific contracts and contractors work related to evaluation and audits on results of the ETP Program's M&E activities.

Schedule:

The selected entity will deliver the outputs of this consultancy in line with the below schedule:

Task	Timeline	Expected Number of Working Days	Payment
Review and improvement of the reporting regime for the RBMF, specifying indicators and indicator data in conjunction with the implementing partners and ensuring public-facing results reporting at escalating levels	End May 2022	30 working days*	20%
RBMF report to be included in ETP's Mid-year Report 2022; and A Progress Report on the 3 main specific deliverables defined in the terms of reference (terms of references above supersede any interpretation regarding coverage of content).	Draft mid-July 2022 Final End July 2022	30 working days*	40%
RBMF report to be included in ETP's Annual Report 2022; and A Final Progress Report on the 3 main specific deliverables (terms of references above supersede any interpretation regarding coverage of content).	Draft End Dec 2022 Final Mid- Jan 2023	30 working days*	40%

*Not to exceed a total of 90 working days.

**The time allocation is indicative and the terms of reference supersedes the schedule.

Expected Contract Period:

To end of January 2023 (Up to 90 working days)

Qualifications and Experience of the Service Provider

1. Company should be in business of providing similar services for the past 3 years
2. The company should have experience in working with NGOs, government agencies, or intergovernmental organizations

3. The service provider will assign personnel under this contract. The service provider is expected to identify designated employees to produce each of the above outputs, keeping in mind that UNOPS follows an economies of scale principle.
4. The lead individual(s) should have the following qualifications (CV should be attached to the application):

a. Education

- Master's Degree in Energy Engineering, Economics, Climate Change, Social Sciences, Political Sciences, Development or related field is required. Additional two years of similar experience with a Bachelor Degree is considered equivalent.

b Work Experience

- At least seven (7) years of work experience in M&E with at least four (4) years related to the M&E of development programs is required.
- A minimum of nine years professional M&E experience with a Bachelor Degree of which five years related to the M&E of energy sector, energy transition, climate change, or other development related programs in developing countries.
- Significant professional experience in more than one country context is essential.
- Significant professional experience in Southeast Asia is preferred.
- Experience in training would be an asset.
- Previous successful involvement with, and good knowledge of, government, private sector and civil society is desired.
- Experience with the M&E of multi-donor trust - funds is desired.
- Knowledge of the political, economic and social situation in Indonesia, Philippines and Viet Nam is desirable.
- Willingness to undertake regular field visits in difficult conditions is required.
- Computer literacy in Microsoft packages (MS Word, MS Excel, MS Access, MS Power Point) and GSuite are required and SPSS is an asset.
- Excellent technical skills in energy sector research and programme performance assessment.
- Excellent skills in quantitative and qualitative analysis
- Extensive experience in developing logframes/results frameworks and identifying appropriate performance indicators
- Strong communication and facilitation skills, and ability to establish good working relationships with colleagues and stakeholders in a sensitive environment.
- Experience in handling culturally and politically sensitive situations.
- Strong interpersonal and motivational skills and sensitivity to the local environment as well as the ability to work with minimal supervision.
- Excellent writing and data analytical skills.

c. Language

- Fluency in both written and spoken English is essential.

Eligibility and Formal Criteria – evaluated on Pass/Fail basis

Criteria	Documents to establish compliance with the criteria
1. Offeror is eligible as defined in Instructions to Offerors, Article 4	<ul style="list-style-type: none"> • Form A: Quotation submission form

2. Completeness of the Proposal. All documents and technical documentation requested in Instructions to Offerors Article 10 have been provided and are complete	<ul style="list-style-type: none"> All documentation as requested under Instructions to Offerors Article 10, Documents Comprising the Proposals
3. Offeror accepts UNOPS General Conditions of Contract as specified in Section VI	<ul style="list-style-type: none"> Form A: Quotation submission form

Qualification criteria – evaluated on Pass/Fail basis

Criteria	Documents to establish compliance with the criteria
5. Company should be in business of providing similar services for the past 3 years	<ul style="list-style-type: none"> Corporate registration document, deed of establishment

Technical criteria – evaluated on Pass/Fail basis

Section number/description	
1.	Offeror's qualification, capacity and expertise
2.	Proposed Implementation Plan
3.	Key Personnel proposed

Section 1: Offeror's qualification, capacity and expertise	
1.1	Brief description of the organization, including the year and country of Incorporation.
1.2	Description of the organization's experience in working with NGOs, government agencies, or intergovernmental organizations

Section 2: Proposed Implementation Plan	
2.1	Description of the bidder's implementation timeline, including gantt chart showing how the deliverables will be managed throughout the specified timeline in the Terms of Reference

Section 3: Key personnel proposed	
3.1	Composition and structure of the team proposed aligned with the Terms of Reference, with specific personnel assigned for each Specific Deliverables:

	No	Specific Deliverables	Personnel Assigned
	1.	Improving the effectiveness, efficiency and communication value of ETP's M&E systems for ETP's projects and ETP's own performance as well as that of aligned programs, including through a public-facing website tool that displays ETP's tracked results.	
	2.	Providing technical input and strategy for the design, implementation and recurrent monitoring activity, M&E reporting, and improvement of M&E systems, policies, tools, processes.	
	3.	Ensuring that M&E data are readily available, as appropriate, to the ETP Steering Committee and the ETP Secretariat and to other stakeholders, particularly on input, output, outcome results, impact and lessons learnt from Fund activities.	
3.2	Qualifications of key personnel proposed aligned with the Terms of Reference		