

## Southeast Asia Energy Transition Partnership's Evaluation Terms of Reference



Terms of Reference | 15 January 2024

## Table of Contents

<b>I. Introduction</b>	<b>3</b>
<b>II. Objectives</b>	<b>3</b>
<b>III. Scope of Work</b>	<b>4</b>
<b>IV. Deliverables</b>	<b>5</b>
<b>V. Timeline for the Evaluation</b>	<b>6</b>
<b>VI.</b>	<b>7</b>
<b>VII. Qualification and experience of the service provider and evaluation criteria</b>	<b>8</b>
A. Qualification and Experience of the Service Provider	8
B. Evaluation Criteria	8
Eligibility and Formal Criteria	8
Qualification Criteria	9
Technical Criteria	9
Section 1: Offeror's Qualification, Capacity and Expertise	11
Section 2: Proposed Methodology, Approach and Implementation Plan	11
Section 3: Key personnel proposed and Sustainability Criteria	12

## I. Introduction

1. The Southeast Asian Energy Transition Partnership (ETP) is a multi-donor platform. It aims to accelerate the energy transition in Southeast Asia and contribute to achieving the UN's Sustainable Development Goals (SDGs) and the Paris Climate Goals by bringing together Government Donors, Philanthropies, and Partner Governments. ETP aims to empower partner countries to transition towards an energy system that ensures environmental sustainability, economic growth, and energy security. To achieve this goal, ETP is mobilizing and coordinating the necessary technical and financial resources to create an enabling environment for renewable energy, energy efficiency, and sustainable infrastructures in the region. The ETP funders recently agreed to extend the mandate of ETP until 2035.
2. With an initial focus on Indonesia, the Philippines, and Vietnam, ETP has the mandate to mobilize resources and coordinate the necessary technical assistance to create an enabling environment for the energy transition. ETP is providing high-level technical advisory support, grant-making, capital investment programmes, capacity and skills development programs, and convening of cross-sectoral dialogues with decision-makers and broader sets of stakeholders.
3. Key barriers to efficient transition include
  - Inadequate financial support,
  - Regulatory inefficiencies,
  - Lack of access to technology,
  - Infrastructural inertia associated with conventional energy systems,
  - Limited local expertise and knowledge.
4. To overcome the above challenges, the partnership is providing the beneficiary countries with high-level technical support, capacity building, skills development, and facilitation of dialogues with experts and key stakeholders. ETP has adopted a multi-pronged approach to tackle these regional and country-level challenges. ETP has identified four major impact areas to increase the deployment of energy efficiency and renewable energy in Southeast Asia:
  - Policy alignment with climate commitments
  - De-risking of investments in energy efficiency and renewable energy
  - Extending smart grids
  - Capacity, knowledge and awareness building

## II. Objectives

5. The purpose of the Evaluation is to assess the effectiveness of the Partnership after its first three years and advise how it can be strengthened in the future given its new horizon of 2035.
6. **Effectiveness:** The evaluation will seek to establish the extent to which the programme has been effective at producing the planned results, and efficient, notably in the optimal use of staff and financial resources to achieve these results.

7. **Learning:** The evaluation will identify programme and non-programme-related determinants of success and failure to strengthen ETP's approach to achieve more effective, efficient and sustainable programme interventions in the future.
8. **The overall goal for the evaluation** is to review the contribution of the ETP programme to the overall energy transition agenda in Indonesia, the Philippines, Vietnam and the wider SE Asia region to improve the current and future processes, systems, and approaches. Findings from the evaluation will be used to update the program theory of change, objective setting, planning logic, processes, and overall approach. The immediate output of the evaluation will be an action plan with clear deadlines and a roadmap the program will follow. Longer term, the goal is to improve ETP's likelihood of achieving impact on climate targets and the SDGs, though at this stage ETP's relative newness and small size set against the scale of the problem makes direct attribution unrealistic.
9. In addition to the independent evaluation, UNOPS Infrastructure and Project Management Group (IPMG) has undertaken a Risk-based Performance Assessment (RBPA) and aims to assist UNOPS Southeast Asia and the Pacific Multi-Country Office (EAPMCO). ETP is a program under the EAPMCO and this assessment will assist UNOPS in understanding how its projects and programmes are delivered, organizational and operational risk exposure and mitigation of operational risks, and the contribution of the programs to SDGs. RBPA will promote shared learning and improvement of the design, planning, and execution of programs to achieve better results. The RBPA report will provide additional context to the ETP's independent evaluation, but the evaluators are independent and thus free to diverge from the detail of the report as they think fit.

### III. Scope of Work

10. The evaluation will examine the program's progress and performance since its implementation in November 2021. The evaluation will include the assessment of the progress in program implementation by the implementing partners (IPs), measured against planned outputs and outcomes outlined in their program documents as well as agreed in the ETP's theory of change. The evaluation will include project-specific evaluations of all completed projects and interim assessments of uncompleted ones. It will also review the adequacy and appropriateness of ETP's Results-based Framework and recommend relevant adjustments. The selected entity (hereafter referred to as 'Consultant') will conduct the mid-term evaluation of the ETP's programs in consultation with the ETP Secretariat, according to the strategy approved by the ETP Steering Committee. The Consultant will also be responsible for a clear and compelling presentation of the results and recommendations.
11. The Consultant will assess how ETP's work can be improved and how it can generate more ambitious outcomes. The Consultant will evaluate ETP's monitoring and evaluation strategy in light of discussions with ETP's funders and strategic partners. The Consultant will assess opportunities for upgrading ETP's results management strategy, monitoring, baseline data, data sources and processes for updating and reporting data on ETP's activities and results. Any obstacles to additional funding that ETP can address should be clearly identified

## IV. Deliverables

12. **Evaluation** – The Consultant will evaluate ETP’s initiatives and programmes at regional and country levels for Indonesia, the Philippines and Vietnam. The Consultant will also prepare evaluation results reports and presentations for ETP and ETP’s funders to showcase the results and recommend next steps to improve the outcomes continuously.

The assessment will include but is not limited to the following evaluation criteria.

- **Relevance** - to what extent are the programme's objectives and lessons learned valid? Are the activities and outputs of the programme consistent with the overall goal and the attainment of its objectives? Are the activities and outputs of the programme consistent with the intended impacts?
- **Implementation effectiveness** - This dimension focuses on the in-country strategy and process that led to the implementation plan and how effectively programmes were implemented. This will include examining the types of analysis, discussions and decision-making processes that led to developing the country's log frame and associated financing request. It will seek to understand the various mechanisms and platforms countries adopt to facilitate programme implementation across multiple stakeholders. It will evaluate some of the challenges and bottlenecks that hampered rapid implementation and identify good practices. It will also evaluate financing flows and the administrative effectiveness of the ETP's funding context.
- **Efficiency** - This dimension will assess whether the practices used to achieve the objectives were the most efficient. For example: were objectives achieved on time? How effectively are resources/inputs (funds, expertise, time, etc.) converted to outputs? In view of a better use of resources at the country level, were there any effects from creating synergies among government, aligned partners and sector stakeholders? Has the programme avoided duplication of efforts between actions financed by different sources or actors in the region?
- **Sustainability** - This will examine the likelihood that programme results/benefits will continue after funding is ended. This will also include looking at the external environment conducive to the maintenance of focusing on the effort made to channel the achievements and the follow-up of the unfinished business into new strategies and plans. Recommendations are invited on how ETP can make its interventions more strategic and impactful going forward.
- **Impact**: This dimension will examine the extent to which interventions were catalytic, complementary, and clearly added value, allowing for a leveraged impact. In seeking to understand the implementation gains, it will also consider the counter-factual question: what if these funds had not been available and compare with the objectives of this fund. The evaluation is expected to collect qualitative information and other evidence from the programme implementing partners on the outcome criteria. This will assess ETP's contribution to each strategic outcome and where feasible, conduct a Knowledge, Attitude and Practice (KAP) assessment for the sector stakeholders trained/upskilled or supported.
- **Results-based monitoring framework (RBMF) review and strategic roadmap** - Based on the evaluation results, the consultant should review the RBMF and suggest modifications to better monitor and evaluate the programme. At this point, it is also required to re-evaluate the programme targets with country ambitions and programme extension till 2035. This will include:

- Review of the results-based monitoring framework
  - Workshops with the ETP secretariat to align on recommendations and modifications.
  - Presenting the modifications to ETP's steering committee
  - Updating the RBMF for implementation partners and workshop(s) to train the implementation partners and ETP staff on reporting.
  - Results report and presentations for ETP and ETP's steering committee to showcase the results and recommend next steps to improve the outcomes continuously.
- **Travel requirement:** The consultation is expected to travel to Bangkok, Thailand and continue their trip to one of the ETP's countries of operations i.e. Vietnam, Indonesia and the Philippines. For the financial evaluation, please propose the non-personnel costs for the travel component with an assumption that the trip will be 5 days total excluding the travel dates. The bidders are requested to propose the travel reimbursable costs<sup>1</sup> with the following cost categories:
    - Airfare
    - Per diem for accommodation (3 nights in Bangkok and 2 nights in Jakarta)<sup>2</sup>
    - Additional costs if necessary, please specify (fixed rate/trip)

## V. Timeline for the Evaluation

3. The evaluation will require 6 months from when the contract is issued to the end of December 2024. The actual project timeline will be presented by the consultant and agreed upon in the Inception Report.

**Table 3.** Proposed timeline of the project's deliverables

Scope of Work	Expected Deliverables/outputs	Indicative Duration
Inception Report including work plans, tools and methodology (20%)	<ul style="list-style-type: none"> <li>● Detailed methodology and timeline for the evaluation as defined in these terms of reference</li> <li>● Desk review of IPs' program documents, outputs, monitoring reports, ETP's annual reports, etc</li> <li>● Review of specific products including, datasets, management and action plans, publications and other materials and reports;</li> <li>● Project specific evaluations of all completed projects;</li> <li>● First draft of the Knowledge, Attitude, Practice (KAP) Survey;</li> <li>● Finalization of evaluation methods and tools and agreed with the ETP and Steering committee.</li> </ul>	4 weeks

<sup>1</sup> The bidder is required to propose the ceiling costs for the non-personnel reimbursable costs as per the requirements stipulated in the TOR. The ceiling cost may be negotiated prior to the contract signing stage.

<sup>2</sup> The bidder is required to propose a per diem rate with a consideration that the UN DSA rate is the ceiling allowances. Please refer to the official UN DSA on <https://icsc.un.org/>

Data collection and Interviews with stakeholders (30%)	<ul style="list-style-type: none"> <li>Interviews with the Senior Management and other program staff and consultants involved in program implementation;</li> <li>Consultations and/or interviews with relevant stakeholders involved, including DFID representatives, programs and programmes focal persons</li> <li>Knowledge, Assessment, Practice Survey completed</li> </ul>	Within 3 months
Draft Report submission (10%)	<ul style="list-style-type: none"> <li>Prepare and present draft evaluation report</li> </ul>	Within 4 months
RBMF Review and roadmap (20%)	<ul style="list-style-type: none"> <li>Review of the results-based monitoring framework</li> <li>Workshops with the ETP secretariat to align on recommendations and modifications.</li> <li>Presenting the modifications to ETP's steering committee</li> <li>Updating the RBMF for implementation partners and workshop(s) to train the implementation partners and ETP staff on reporting.</li> </ul>	Within 5 months
Final Report submission (20%)	<ul style="list-style-type: none"> <li>Submit final evaluation report with all the annexes</li> </ul>	Within 6 months

## VI. Roles and Responsibilities

The ETP team will provide the overall direction to the consultant, identify key documents, and help refine the work plan, as well as help arrange meetings with key stakeholders. The consultant will report directly to the ETP Director, or to any other entity s/he designates.

The consultant is responsible for arranging and covering costs of meetings and workshops (if relevant) and for making all logistical and administrative arrangements, such as vehicle rentals and drivers, lodging, work space, computers, Internet access, printing and photocopying. The contractor is also responsible for transporting data collectors (if relevant). In addition, the contractor will be required to make its own payments and cover the costs of producing the data collection instruments, the travel expenses, and communications and reporting.



## VII. Qualification and experience of the service provider and evaluation criteria

### A. Qualification and Experience of the Service Provider

4. The consultant's project team should demonstrate the capacity to execute the work and should include all essential roles filled with personnel with relevant experience. CVs of the personnel proposed should be used to verify this information. The following are the key requirements of the Service Provider:
  - i. Company should be in the business of providing similar services for the past 3 years
  - ii. The company should have experience in working with NGOs, government agencies, or intergovernmental organizations.
  - iii. The service provider will assign personnel under this contract. The service provider is expected to identify designated employees to produce the above outputs, considering that UNOPS follows an economy of scale principle.
  - iv. The lead individual(s) should have the following qualifications (CV should be attached to the application):
5. The bidder should also assign a Contract Manager who would liaise on the non-technical part of the contract implementation, including coordination, liaising with key counterparts, liaising with UNOPS on submission of invoice and payment-related documents.

### B. Evaluation Criteria

#### Eligibility and Formal Criteria

6. The criteria contained in the table below will be evaluated on a Pass/Fail basis and checked during the Preliminary Examination of the proposals.

Criteria	Documents to establish compliance with the criteria
1. Offeror is eligible as defined in Instructions to Offerors, Article 4. In case of JV, all JV members should fulfill this requirement	<ul style="list-style-type: none"> <li>Form A: Joint Venture Partner Information Form, all documents as required in the Form, in the event that the Proposal is submitted by a Joint Venture.</li> <li>Form B: Proposal Submission Form</li> </ul>
2. Completeness of the Proposal. All required Questionnaires (if any), Returnable Bidding Forms, and other documentation requested	<ul style="list-style-type: none"> <li>All documentation as requested under Instructions to</li> </ul>



Criteria	Documents to establish compliance with the criteria
under the Document Checklist section have been provided and are complete	Offerors Article 10, Documents Comprising the Proposals
3. Offeror accepts UNOPS General Conditions of Contract as specified in Section IV: Contract Forms	<ul style="list-style-type: none"> <li>Form B: Proposal Submission Form</li> </ul>

### Qualification Criteria

7. The criteria contained in the table below will be evaluated on Pass/Fail basis and checked during the Qualification Evaluation of the proposals.

Criteria	Documents to establish compliance with the criteria
<p>1. The company should have a minimum of 3 years of experience successfully delivering similar projects.</p> <p>In the case of JV, at least one of the JV members should fulfill this criteria</p>	<ul style="list-style-type: none"> <li>Certification of incorporation of the Offeror</li> <li>Form F: Performance Statement Form</li> </ul>
<p>2. Offeror must provide a minimum of two (2) customer references from which similar services have been successfully provided, within any of the last 3 years.</p> <p>In case of JV, the customer references of JV members can be combined</p>	<ul style="list-style-type: none"> <li>Form F: Performance Statement Form</li> </ul>
<p>3. Financial Capacity/financial stability: Bidder should have a minimum annual turnover of 150,000 USD in any of the past 2 years (i.e. 2022 or 2023).</p> <p>In the case of a joint venture, annual turnover is calculated based on the total annual turnover of the JV members.</p>	<ul style="list-style-type: none"> <li>Audited financial statement/ financial statement verified by a chartered accountant/ Tax declaration statement to the local government or any similar local arrangement in <b>English</b></li> </ul>

### Technical Criteria

8. Technical evaluation will be carried out on bids that pass the eligibility, formal, and qualification criteria, with requirements as follows:
  - i. The maximum number of points that a bidder may obtain for the Technical proposal is 80. To be technically compliant, Bidders must obtain a minimum of 56 points
  - ii. Minimum pass score: 70% of maximum 80 points = 56 points
9. Technical proposal points allocation

Section number/description		Points Obtainable
1.	Offeror's qualification, capacity and expertise	20
2.	Proposed Methodology, Approach and Implementation Plan	35
3.	Key Personnel proposed and Sustainability Criteria	25
Total Technical Proposal Points		80

## Section 1: Offeror's Qualification, Capacity, and Expertise

Section 1: Offeror's qualification, capacity, and expertise		Points	Sub-points
1.1	Brief description of the organization, including the year and country of incorporation, and types of activities undertaken, including relevance of specialized knowledge and experience on similar engagements done in the past.	15	
	1. Experience in providing similar services of program evaluation in the energy sector		10
	2. The company should have experience in working with intergovernmental organizations.		5
1.2	General organizational capability which is likely to affect implementation: management structure, and project management controls. (Max 4 pages written text)	5	
	1. Management structure, management controls, and the extent to which any part would be subcontracted		5
Total points for section		20	

## Section 2: Proposed Methodology, Approach and Implementation Plan

Section 2: Proposed Methodology, Approach and Implementation Plan		Points	Sub-points
2.1	Description of the Offeror's approach, and methodology for meeting or exceeding the requirements of the Terms of Reference	25	
	1. Description of the offeror's approach to the identification of data sources, scenarios, and issues for a multi-donor project evaluation.		5
	2. Description of the offeror's approach to develop the criteria used for evaluation of the progress in program implementation by the implementing partners (IPs), measured against planned outputs and outcomes outlined in		12

Section 2: Proposed Methodology, Approach and Implementation Plan		Points	Sub-points
	their program documents as well as agreed in the ETP's theory of change.		
	3. Description of the offeror's approach to the evaluation of the ETP's Results-based Framework and recommend relevant adjustments and the evaluation of all completed projects.		8
2.2	Quality Assurance Plan	5	
	1. A plan outlining how the bidder intends to ensure oversight and quality assurance throughout the assignment. Quality Assurance plan should include discussions on risk assessment and its mitigation plan		5
2.3	Implementation Timeline	5	
	1. Bidder submits a detailed implementation timeline which includes detailed activities to be undertaken during this assignment, and is completed with Gantt chart		5
Total points for section		35	

### Section 3: Key personnel proposed and Sustainability Criteria

Section 3: Key personnel proposed and Sustainability Criteria		Points	sub-points
	Qualifications of key personnel proposed aligned with the Terms of Reference	20	

	<p><b><u>Project lead</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• Master's Degree in Monitoring and Evaluations, Energy Engineering, Economics, Climate Change, Social Sciences, Political Sciences, Development or related field is required. An additional two years of similar experience with a Bachelor's Degree is considered equivalent.</li> </ul> <p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• At least seven (7) years of work experience in M&amp;E with at least four (4) years related to the M&amp;E of development programs is required.</li> <li>• Significant professional experience in more than one country context is essential.</li> <li>• Significant professional experience in Southeast Asia is preferred.</li> <li>• Experience with the M&amp;E of multi-donor trust - funds is desired.</li> <li>• Knowledge of the political, economic and social situation in Indonesia, the Philippines and Vietnam is desirable.</li> </ul> <p><b>Language</b></p> <ul style="list-style-type: none"> <li>• Fluency in both written and spoken English is essential.</li> </ul>		
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	<p><b><u>M&amp;E Specialist</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• A Master's degree in Monitoring and Evaluations, Economics, Climate Change, Social Sciences, Political Sciences, Development or related fields is required. An additional two years of similar experience with a Bachelor's Degree is considered equivalent.</li> </ul> <p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Specialized training in areas such as evaluation, project management, advanced statistical research and analysis is desirable.</li> <li>• Minimum 3 years of relevant professional experience in design, management and conduct of evaluation processes with multiple stakeholders, survey design and implementation, and project planning, monitoring and management.</li> <li>• Knowledge in energy-related topics would be an asset.</li> <li>• Experience working in the three primary countries of ETP's operations would be considered an asset.</li> </ul> <p><b>Language</b></p> <ul style="list-style-type: none"> <li>• Fluency in both written and spoken English is essential.</li> <li>• Fluency in Vietnamese, or Bahasa would be considered an asset.</li> </ul>		10
3.2	The offeror shall provide a written statement on its commitment to support gender equality throughout the contract implementation period and mention actions/ activities that will be carried out during the contract period.	5	
<b>Total points for section</b>		<b>25</b>	

## Conflict of Interest

10. Consultants that provide consultancy services to UNOPS and support UNOPS on development of scope of work for this tender is not eligible to participate in the current tender process itself. Similarly, ETP's existing consultants are not eligible to participate in this tender.