



TERMS OF REFERENCE FOR EVALUATION OF EXTRA-BUDGETARY PROJECT

E282 “Enhancing national capacities for development and implementation of the energy efficiency standards in buildings in the UNECE region”

I. Purpose

The purpose of this evaluation is to review the implementation and assess the extent to which the objectives of the completed project “Enhancing national capacities for development and implementation of the energy efficiency standards in buildings in the UNECE region” (hereinafter “Project”) were achieved, and thereby the relevance, effectiveness, efficiency, and impact of the Project.

II. Scope

The evaluation will cover the entire period of the project, from July 2017 to March 2019, with no exclusions. The geographical scope of the project includes UNECE member States with particular focus on countries from South-Eastern and Eastern Europe, the Caucasus and Central Asia. The universally recognized values and principles of human rights and gender equality need to be integrated at all stages of an evaluation, in compliance with the United Nations Evaluation Group’s revised gender-related norms and standards.

III. Background

The overall objective of the project was to enhance national capacities for development and implementation of the energy efficiency standards in buildings in the UNECE region. The project aimed to improve energy efficiency in buildings and reduce global greenhouse gas emissions into the atmosphere in the UNECE region through sharing of best-practice guidance and standards. Standards are an effective instrument for addressing energy efficiency in buildings and to support the achievement of the targets set by several international initiatives such as energy-related Sustainable Development Goals, the Sustainable Energy for All (SE4All) initiative of the United Nations Secretary General, and the Geneva UN Charter on Sustainable Housing. The number of national and international standards related to energy efficiency in buildings is continuously increasing. This generates confusion among policy makers, organizations, businesses and consumers concerning which standards in energy efficiency have the highest impact and are most relevant for their country. Therefore, the role of UNECE is to overcome this confusion and enhance the knowledge of stakeholders on existing energy efficiency standards in buildings through the project activities.

At its 75th session, the Committee on Housing and Land Management (CHLM) endorsed a broad proposal to develop standards related to energy efficiency in buildings (ECE/HBP/2014/4). At its 76th session in December 2015, the CHLM endorsed a project as an activity supporting implementation of the ECE Action Plan for Energy-Efficient Housing (ECE/HBP/164), the Strategy for Sustainable Housing and Land Management in the ECE region for the period 2014-2020 (ECE/HBP/2012/3). At its 25th session in September 2016, the CSE endorsed the activities to develop standards related to energy efficiency in buildings (ECE/ENERGY/107/57).

The budget of the project “Enhancing national capacities for development and implementation of the energy efficiency standards in buildings in the UNECE region” is USD 286,000 and was financed from the voluntary contribution of the Russian Federation. Human resources involved in project implementation included: 2 months of D1 (regular budget), 3 months of P4 (regular budget), 8 months of P2 (project budget), 5.5 months of 4 consultants in total (project budget).

The following activities were carried out in the framework of the project:

- Mapping of energy efficiency standards in buildings in the UNECE region;
- Establishment of an online database of experts on energy efficiency in buildings;
- Organization of one workshop for stakeholders from Eastern Europe, the Caucasus and Central Asia from energy and housing sector to validate the results of the mapping;

- Mapping of existing technologies to enhance energy efficiency in buildings, including gap analysis and recommendations for their use in the region;
- Organization of one seminar /workshop discussing and validating the results of the mapping.

IV. Issues

The evaluation should review the following aspects of the project implementation and results:

1) *Relevance:*

- Was the project relevant to the objective of UNECE to support member States in improving energy efficiency (with reference to the mandates mentioned in III above)?
- To what extent did the Project respond to the priorities and needs of the beneficiary countries? How relevant was it to the target groups' needs and priorities?
- Was the project design and implementation appropriate for meeting the project's objective?
- Did the project apply gender and rights-based approaches in the design, implementation and results of the activities?
- Did UNECE advocated for gender equality in this area of work?

2) *Effectiveness:*

- Did the project achieve the results expected during the project design in terms of the planned activities, outcome, and impact?
- What value has UNECE's efforts added in this area of work?

3) *Efficiency:* a measure of how well inputs (funds, staff, time, etc.) are converted into outputs.

- Did the project achieve its objectives within the anticipated budget and allocation of resources?
- Were the activities implemented according to the planned timeframe?
- Were the activities implemented in the required sequence needed to ensure the greatest impact of the project?
- Were the resources sufficient to achieve the intended outcomes?
- How does the project compare with other similar efforts from other actors in the UN System (if any)?

4) Impact

- How did project activities strengthen the capacity of the UNECE member States to develop and implement energy efficiency standards in buildings?
- To what extent are the outputs of the project relevant to the expected accomplishments for the member States?
- Did both women and men equally access the project benefits as intended?

V. Methodology

The methodology for the evaluation will include the following:

1. Desk study of project materials: all relevant project documents, including project descriptions, reports, publications, etc. and other information will be provided to the evaluator.
2. Interview with key stakeholders (via telephone and skype) including: Group of Experts on Energy Efficiency, Joint Task Force on Energy Efficiency Standards in Buildings (list of contacts to be provided).
3. An electronic survey of internal and external stakeholders..

UNECE will provide all documentation, support and guidance to the evaluation consultant as needed throughout the timeline of the evaluation. The consultant shall be provided with the UNECE Evaluation Policy, evaluation report templates and checklists as guidance for the requirements for evaluation reports in UNECE.

The evaluation report of maximum 15-20 pages will summarize the findings, conclusions and recommendations of the evaluation. An executive summary (max. 2 pages) will summarize the methodology of the evaluation, key findings, conclusions and recommendations.

VI. Evaluation Schedule

- A. Selection of the evaluation consultant – March 2019
- B. Preliminary Research – 3 days - April 2019
- C. Data Collection – 14 days – April 2019
- D. Data Analysis – 10 days – May 2019
- E. Draft Report (including timing for review) – 14 days – May-June 2019
- F. Final Report – 14 days – June 2019

VII. Resources

The resources available for this evaluation are 2% of the total budget of the project which is 6,000 USD. This amount will be paid to a hired external evaluation consultant identified through the UNECE evaluation roster upon satisfactory delivery of work on 14 June 2019.

The consultant will be managed by the UNECE project manager - P5 staff member – Oleg Dzioubinski – who will provide support by ensuring the provision of all necessary documentation needed for the desk review, guide the evaluator on the appropriate recipients for the questionnaire and for follow up interviews, and ensure that the necessary communications with these recipients are introduced by the secretariat.

The UNECE Programme Management Unit will provide guidance as needed on the methodology for the evaluation, and for quality assurance of the draft report.

VIII. Intended Use/Next Steps

The evaluation will comply with the UNECE Evaluation Policy, UNEG Norms and Standards, including due consideration of the gender aspects of the project's design and implementation. The results will be used in the planning and design of future sustainable energy capacity building projects in the UNECE region.

IX. Criteria for Evaluators

Evaluators should have:

- An advanced university degree or equivalent background in relevant disciplines
- Specialized training in areas such as evaluation, project management, social statistics, advanced statistical research and analysis.
- Demonstrated relevant professional experience in design, management and conduct of evaluation processes with multiple stakeholders, survey design and implementation, and project planning, monitoring and management.
- Good knowledge of and experience in energy-related capacity building projects, preferably with a specific knowledge of energy efficiency issues.
- Demonstrated methodological knowledge of evaluations, including quantitative and qualitative data collection and analysis for end-of-cycle project evaluations.
- Fluent in written and spoken English. Knowledge of Russian is desirable.

Evaluators should declare any conflict of interest to UNECE before embarking on an evaluation project, and at any point where such conflict occurs.