

TERMS OF REFERENCE (TOR) FOR CONTRACTS FOR SERVICES AND WORKS

UNIDO Project ID: 180287

- Project Title:** Capacity-building support for the ECOWAS Centre for Renewable Energy and Energy Efficiency (ECREEE) in the scope of the Global Network of Regional Sustainable Energy Centres (GN-SEC)
- Statement of Work:** Impact evaluation on the ECOWAS Policies for Renewable Energy and Energy Efficiency and the ECOWAS Centre for Renewable Energy and Energy Efficiency (ECREEE), covering the period from 2010 to 2020.

I. Project summary and objectives

Under this project, UNIDO assists ECREEE to adapt technically and institutionally to the new requirements of the ECREEE Strategic Plan covering the period 2017 to 2021. ECREEE is at cross-roads and needs to adjust its internal proceedings and competence to changing demands of the ECOWAS Member States. Since its operationalisation in 2010, major progress has been achieved. Today, the creation of ECREEE is considered as an effective regional policy response from the ECOWAS Ministers of Energy to the oil price emergency in 2008 and the urgent need to reduce fossil fuel dependency.

In a very short time, ECREEE has positioned itself as the hub for promoting renewable energy and energy efficiency in the ECOWAS region. The centre has established a regional policy framework, which includes specific targets for the years 2020 and 2030. In 2020, ECREEE is celebrating its 10 years anniversary. The year marks also the end of the first phase of the ECOWAS Policy on Renewable Energy (EREP) and the ECOWAS Policy on Energy Efficiency (EEEP). In this context, it is an excellent time to take a closer look on what has been achieved in relation to the established policy targets and which impact ECREEE has had in this process, complementary to the efforts of ECOWAS Member States.

There is evidence, that over the past decade the ECOWAS market for renewable energy and energy efficiency products and services has grown significantly. The installed grid-connected and off-grid electric renewable energy capacity has increased. Increased finance has flown into the sector. ECOWAS has gradually been passing the stage of technology demonstration in many areas. There is a small but “critical mass” of skilled public and private sector stakeholders, who require better access to specialised knowledge and the latest technology innovations and solutions. However, there is also evidence that progress has been limited and fossil fuels are still the dominant primary energy source in the region. There is also evidence that in some areas the advancements are still very limited (e.g. cooking, energy efficiency, transport, water heating, electricity losses) and renewed, focused efforts are needed to achieve the envisaged targets by 2030.

To properly assess the current situation, ECREEE in partnership with UNIDO, is seeking consulting support to evaluate the impact of the regional policy processes, and ECREEE as a regional hub, to promote the transition of the region towards renewable energy and energy efficiency. The assignment will produce two reports to be presented in an ECOWAS Ministerial meeting. Due to the small budget, the evaluation will have a limited scope, and ECREEE will support the contractor in data gathering through its internal team.

II. Objectives and key deliverables of this assignment

The independent (policy) impact evaluation has the following objectives:

- To analyse whether the mid-term targets of the EREP/EEEP instrument were achieved by 2020, and to which extent it has caused change of national policies and behaviour, and generated wider socio-economic benefits;
- To analyse whether ECREEE has influenced the uptake of RE&EE in the ECOWAS region, and to which extent the interventions have caused change of behaviour and generated wider socio-economic benefits;
- To assess whether the EREP/EEEP and ECREEE instruments have been cost-efficient and are still relevant to achieve the established 2030 RE&EE targets; to review whether the said targets are still achievable;

- To provide recommendations for readjustment of the instruments;
- To provide lessons learned for other centres under the Global Network of Regional Sustainable Energy Centres (GN-SEC)¹

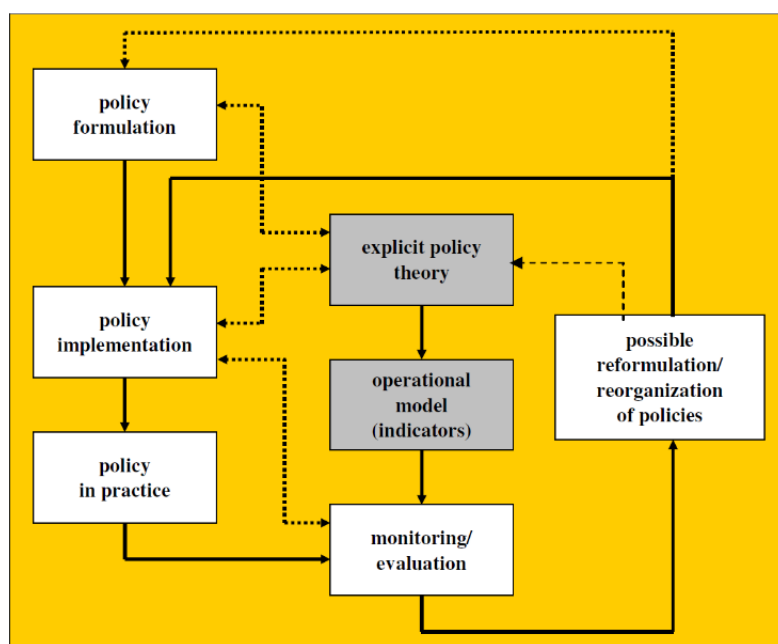
The assignment will result in the development of two reports, which will be presented to the ECOWAS Ministers of Energy for consideration. The reports will establish an important baseline for the further implementation of the EREP/EEEP and an important point of orientation for future ECREEE activities. They will also help to improve the monitoring and evaluation framework of ECREEE. For the data collection and analysis, the consulting team will receive significant support by the ECREEE/ECOWREX² team. There is an extensive need to analyse ECOWREX data and internal ECREEE documentation generated over the past ten years.

III. Evaluation methodology

The impact evaluation will be undertaken in accordance with the UNIDO Evaluation Policy³. It will be based on the usual principles of evaluation (relevance, effectiveness, efficiency, impact, sustainability) but will focus on the impact dimension. It will not repeat the findings of the already undertaken external evaluations assessing the general performance of ECREEE. Impact evaluations are undertaken to improve and reorient an intervention (i.e., for formative purposes) or to inform decisions about whether to continue, discontinue, replicate or scale up an intervention (i.e., for summative purposes). Policy impact evaluation examines changes in key indicators that have occurred since the implementation of a policy and the extent to which changes can be attributed to the policy.

The impact evaluation will make use of the theory-based (policy) evaluation methods (quantitative and qualitative). Therefore, initially a theory of change (flowchart) of the regional EREP/EEEP process and ECREEE will be established. The causalities between the instruments and the envisaged impacts will be described. Based on the model, an evaluation framework with concrete indicators will be established. This means that for each assumed cause-impact relation, indicators will be drawn up to “measure” if the cause-impact relation actually took place and to “measure” if the change (or part of the change) that took place was due to the implementation of the policy instrument (i.e. the policy instrument was the causal force). Based on the framework, the target achievements (effectiveness), net impacts (which would not have happened in a without scenario) and cost-efficiency of EREP/EEEP and ECREEE will be determined. The success and failure factors of both processes will be analysed, and lessons learned and recommendations will be developed.

Figure 1: The Policy Cycle and Impact Evaluation



¹ www.gn-sec.net

² www.ecowrex.org

³ UNIDO. (2015). Director General’s Bulletin: Evaluation Policy (UNIDO/DGB/(M).98/Rev.1)

IV. Evaluation questions

The policy impact evaluation of the EREP/EEEP process will take stock of the achieved progress in relation to the established RE&EE targets. It will address the following questions:

- To which extent, the RE&EE mid-term targets (urban and rural indicators) of the EREP/EEEP have been achieved by 2020? To which extent, the ECOWAS region has made progress in creating a market for RE&EE products and services since 2010 in comparison to other African regions?
- Has the theory of change of the regional policy process worked? To which extent, it has caused a change in national policies and behaviour of key stakeholders (net impact of the EREP/EEEP process in comparison to the without-scenario)?
- To which extent these changes have started to generate socio-economic benefits in the ECOWAS region?
- How cost-effective and efficient the has ECREEE policy implementation and monitoring framework been? Does it represent good value for money?
- What are the lessons learned? How can the EREP/EEEP process be improved to achieve the established targets by 2030?

The impact evaluation will assess the impact of ECREEE over the past decade with regard to the promotion of RE&EE in ECOWAS. It will address particularly the following questions:

- How far has the policy decision to establish ECREEE influenced the envisaged uptake of ECOWAS markets for RE&EE products and services, satisfying the energy needs of urban and rural areas?
- Has the ECREEE theory of change worked? To which extent, ECREEE has created change of behaviour in key intervention areas (e.g. policy and regulation, qualification and certification, knowledge and data management, project finance and business promotion)? Which net impacts could be attributed to ECREEE, that would otherwise not have happened without-its presence?
- How effective and efficient has ECREEE in been in fulfilling its mission? Do its services offer good value for money?
- Which adjustments need to be done technically and institutionally to maximise the impact of ECREEE by 2030?
- Which lessons can be drawn for the Global Network of Regional Sustainable Energy Centres (GN-SEC)?

V. Data collection

The evaluation will be carried out by using a participatory approach whereby all key parties associated with the process will be informed and consulted throughout the assessment process. The assignment requires extensive analysis of data/literature and close cooperation with the ECREEE/ECOWREX team. The evaluation will use mixed methods to collect data and information from a range of sources and informants. This is essential, to ensure an evidence-based and credible evaluation, with robust analytical underpinning. ECREEE will support the consultants with data and documents generated over the past ten years. A team of research interns will be employed by ECREEE. The evaluation will make use of the following methods:

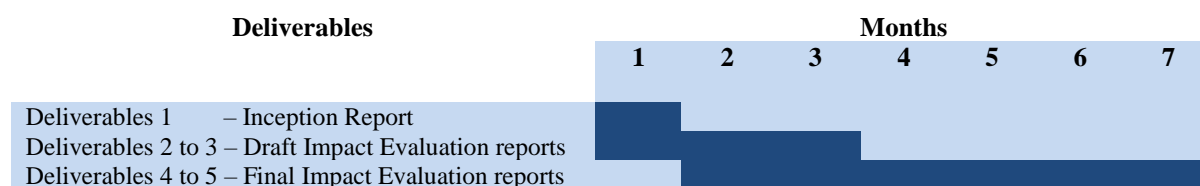
- i. Desk review and data analysis;
- ii. Interviews, survey and literature review;
- iii. On-site visits and in-person interviews;

VI. Scope of work, deliverables and time schedule

TASKS	DELIVERABLES	Working days (w/d)
1. Review of existing ECREEE documentation and preparation of an inception report based on consultations with the main stakeholders (e.g. ECREEE, UNIDO, ADA, AECID); the draft inception report will be discussed during a physical kick-off meeting in Praia, Cabo Verde; The contractor will highlight best-practice examples of	Approved Inception report (incl. table of content of both reports, the evaluation methodology and framework (incl. indicators), the theory of change flowchart, a data gathering strategy, a list of stakeholders to be consulted) Minutes of the inception meeting	15.00 (incl. one travel to Praia, Cabo Verde)

impact evaluations of similar intergovernmental centres/policies; The inception report includes a table of content of both reports, the evaluation methodology and framework (incl. indicators), the theory of change flowchart, a data gathering strategy, a list of stakeholders to be consulted;			
2.	Finalisation of the evaluation framework (incl. indicators) and theory of change flow-chart; execution of data gathering exercise in cooperation with ECREEE; execution of stakeholder consultations; review of and analysis of relevant data and documents;	Approved evaluation framework incl. indicators and theory of change flow-chart; list of gathered and analysed data and literature;	20.00
3.	Development of the draft evaluation reports on the EREP/EEEP process and ECREEE in English (incl. recommendations);	Draft impact evaluation report on the EREP/EEEP instrument Draft impact evaluation report on ECREEE	20.00
4.	Presentation of the evaluation reports in a validation workshop to be organised by ECREEE in ECOWAS (cost of workshop will be covered by ECREEE);	Agenda, presentations and meeting minutes	10.00 (incl. travel to one of the ECOWAS countries)
5.	Finalisation and provision of the fully edited and designed impact evaluation reports, incl. two summaries for policy makers;	Fully edited and designed impact evaluation report on the EREP/EEEP instrument (incl. summary for policy makers); Fully edited and designed impact evaluation report on the ECREEE instrument (incl. summary for policy makers);	15.00
TOTAL			80 Working Days

All deliverables incl. the data and raw files are becoming the property of ECREEE and UNIDO. The activities under this contract should be completed within a period of 7 months after the effectiveness of the contract. The proposed plan for the implementation of activities and deliverables:



In addition, the contractor will be required to deliver the following:

- Item High-resolution photographs (min. 3 MB, at least 50) – that illustrate the undertaken activities. The consultants will cede all appertaining rights to unlimited use of the respective pictures to ECREEE and UNIDO.
- Item All used raw files and calculation sheets in editable form (e.g. docx, xlsx, etc.)

VII. Coordination and Limitations

The main reporting language of the assignment is English. The two main working languages of the assignment are English and French, reflecting linguistic provenance of ECREEE Staff. The contractor will work under the supervision and guidance of the ECREEE Executive Director and the UNIDO Project Manager and the respective teams. Due to funding constraints the impact evaluations will have limited scope (80 working days) and depends highly on the data gathering and analysis capacities of ECREEE. No broader field visits will be possible.

VIII. Qualification and evaluation criteria

QUALIFICATION AND EVALUATION CRITERIA
<ul style="list-style-type: none">• Immediate availability of the contractor;• Completeness of the offer as described below;• Registered company or organisation with at least seven (7) years of consulting experience, thereof at least (3) years in Sub Sahara Africa;• The project team shall be fluent in English; French and Portuguese skills are a strong added value;• The project team demonstrates a sound fusion of energy and evaluation expertise in development cooperation; hands-on experience with impact evaluations is a strong added value;• The team leader shall demonstrate at least 15 years of consulting experience in the area of renewable energy and energy efficiency; at least one expert demonstrates advanced expertise in the area of project and/or policy evaluation; at least one expert of the team holds a master's degree in engineering;• Overall quality of the technical offer and the proposed implementation methodology and strategy; the employment of local experts in the assignment is a comparative advantage;• Quantity and quality of the provided track-record of the project team regarding renewable energy and energy efficiency, as well as project planning and implementation;• Quantity and quality of the provided track-record of the project team regarding project and policy (impact) evaluations;• Scope of work experience of the project team in the ECOWAS region; work experience with ECREEE is an advantage;• Strong problem solving, communication, research and outstanding analytical writing skills, with a proven ability to write analytical reports;• Ability to communicate effectively in order to communicate complex and technical information to technical and general audiences;• Proven ability to lead and coordinate multidisciplinary teams;• Availability throughout the whole consultancy service period, to regularly engage in Skype meetings with the core team and relevant partners;

IX. Application procedure

Applicants shall submit their written proposals in English:

- Short technical proposal (including proposed approach and methodology, work and activity plan, detailed CVs of experts, copies of university degrees, certifications, licenses as well as proven track record of implemented assignments);
- Financial proposal in EUR including all costs and taxes (includes a detailed work-time-expert-diagram indicating daily rates for individual team members);
- Documents demonstrating the track-record of the project team (e.g. energy assignments, evaluation reports)

X. Further information on how to apply

Applicants are requested to submit their proposals in English no later than **February 17, 2020, (17:00 hrs. CET time)** by registering on the UNIDO procurement system (www.unido.org/procurement). In case of difficulties, submissions could exceptionally be sent to procurement@unido.org, by providing an objective and convincing explanation for doing so.

XI. Annexes and additional information

<https://open.unido.org/projects/M2/projects/180287>

www.ecreee.org

www.unido.org

www.gn-sec.net