CONSULTANCY

Evaluation Consultant
Sustainable Development Mechanisms (SDM) Programme

<table>
<thead>
<tr>
<th>Deadline for application</th>
<th>Announcement number</th>
<th>Expected date for entry on duty</th>
<th>Duration of assignment</th>
<th>Duty Station</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 March 2015</td>
<td>15/CON05/SDM</td>
<td>End of April 2015</td>
<td>until end September 2015</td>
<td>Indicated below</td>
</tr>
</tbody>
</table>

Publication date: 02 March 2015

The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address Climate Change. The Convention secretariat supports the Convention and its Kyoto Protocol by a range of activities, including substantive and organizational support to meetings of the Parties.

The Sustainable Development Mechanisms (SDM) programme supports the implementation of the Kyoto mechanisms, the Clean Development Mechanism (CDM) and Joint implementation (JI).

Background

The clean development mechanism (CDM) was established by the Kyoto Protocol to the United Nations Framework Convention on Climate Change, with the purpose of assisting developed countries to achieve their emission reduction targets in a flexible and cost effective manner while supporting the sustainable development of developing countries. Since its inception, the CDM has evolved under the guidance of Parties to the Kyoto Protocol.

A consistent concern of Parties is the lack of equity in the regional distribution of CDM projects. The underlying causes for this are many and complex. One of the causes can be attributed to disparity in institutional and human capacity. In order to help alleviate this concern, the secretariat in consultation with the CDM Executive Board (the Board) agreed to set up regional collaboration centres (RCCs) in various regions around the world with the aim of helping Parties, stakeholders and project participants overcome barriers to the development and implementation of CDM project activities including programme of activities (PoAs) and guide them through various steps of the CDM project cycle for registration by the Board. This was welcomed by the Parties at the eighth session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol.

Currently four RCCs are in operation in: Lome, Togo in partnership with Banque Ouest Africaine de Development (BOAD); Kampala, Uganda in partnership with East African Development Bank (EADB); St. George’s, Grenada in partnership with Windward Islands Research & Education Foundation (WINDREF) and in Bogota, Colombia in partnership with Corporacion Andina de Fomento. The RCC in Lome was the first to start operation in January 2013 with Kampala following in May 2013; St George’s in July 2013 and Bogota towards the end of 2013.
The purpose of the assignment

The Board desires an independent evaluation of the work conducted by the RCCs with regard to their overall effectiveness and efficiency of operations. It shall identify the areas of work that are particularly effective, which are comparatively less effective, and how the work is perceived by the stakeholders involved as well as the impact of the RCCs in the region including the additional value of the RCCs in supporting the CDM locally. It will also evaluate the use of funds to ensure that CDM funds are used appropriately. It shall provide insights into the present operations of the RCCs as well as recommendations on how the operation of RCCs should progress into the near future.

Responsibilities

Project scope:

The scope of the appraisal should cover the following objectives of RCCs:

1. Providing support:
   a) Providing direct support to existing and potential future CDM projects and PoAs; identification of new project activities for inclusion in the pipeline;
   b) Identifying any barriers faced by stakeholders (e.g. project participants, designated national authorities; designated operational entities etc.) involved in CDM processes and assisting them to eliminate barriers where possible;
   c) Supporting the development of standardized baselines;
   d) Supporting the implementation of CDM tools (e.g. sustainable development co-benefits tool and CDM Loan Scheme);

2. Building partnerships and capacity:
   a) Dissemination of knowledge to stakeholders regarding the CDM and its processes via outreach activities to increase awareness, improve the integration of CDM into national climate policy;
   b) Engagement with financial institutions (such as regional banks) that support climate change mitigation activities and promote consideration of the CDM;
   c) Building capacity through establishing networks and partnerships with other local and regional institutions and agencies.

3. Potential new work areas:
   a) Recommendations, if any, on new areas of work RCCs should be doing;

4. The assessment of the use of the RCC budget.

5. Each RCC differs in their prioritization of the above objectives according to the profile and needs of the region they support. The achievement of the RCC objectives should be categorized according to the need for equitable distribution of the CDM in Small Island developing States (SIDS), least developed countries (LDCs) and developing countries where CDM is under-represented.

6. Guidance on possible indicators that may be used to measure the accomplishment of the objectives is described in attachment to this document.
**Project implementation:** The work will be undertaken in three stages. The stages and associated deliverables are as follows:

a) **Initiation stage:** It is expected that the consultant shall make initially a project plan for implementation based on suitable interaction with relevant secretariat staff as well as through interaction with the Chair and Vice-Chair of the Board electronically. The project plan shall include a detailed scope of work as well as the criteria used to measure the same. The secretariat shall obtain electronic approval of the project plan from the Board and handover to the consultant to proceed;

b) **Implementation stage:** Once the project plan is approved by the Board, the consultant shall evaluate what is needed to be done to achieve the purpose and make prudent use of a mix of conducting document review; communicating via electronic means (email; Skype or WebEx, telephone) and onsite visits at RCCs. The consultant shall visit all the RCC sites and discuss/interview RCC staff as well as relevant stakeholders. The consultant may also interact electronically with staff/stakeholders of RCCs. RCC staff members and the secretariat shall provide all necessary assistance and logistical support required;

c) **Closure stage:** The consultant shall prepare a final report that comprises of facts; observations, conclusions and recommendations in line with the project plan as approved by the Board.

**Outputs**

<table>
<thead>
<tr>
<th>Output/Activity</th>
<th>Date</th>
<th>Accepted By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project plan</td>
<td>30 May 2015</td>
<td>Electronic approval by Board by 20 June 2015</td>
</tr>
<tr>
<td>Implementation of the project plan</td>
<td>23 June -31 August 2015</td>
<td>Secretariat shall coordinate the activities of the consultant and keep the Chair/Vice-Chair of the Board informed</td>
</tr>
<tr>
<td>Final report with recommendations</td>
<td>12 September 2015</td>
<td>For consideration by the Board at EB 86 (September 2015).</td>
</tr>
</tbody>
</table>

**Timeframe**

The project is expected to start by 4th week of April 2015 and end in September 2015 with the final report as submitted by the consultant and accepted by the Chair/Vice-Chair on behalf of the Board. The total work is estimated to be 40 person-days and the work will be undertaken in three stages.

**Duty Station and places of travel**

The duty station of the consultant shall be his/her normal place of work. However, the consultant would be required to visit the secretariat in Bonn and undertake missions to RCCs. Travel and subsistence allowance will be arranged by the secretariat as per current secretariat practice.

**Requirements**

The Consultant shall submit a technical proposal indicating the methodology for conducting the evaluation.

**Educational background**

Required: First level University degree (Bachelor or equivalent) in economics, finance, engineering, environmental science or a related discipline.
Experience

Required: At least 10 years of professional relevant experience that includes conducting outcome evaluations of programmes and projects.

Work experience

Required: Work experience in Kyoto Protocol project-based mechanisms, (CDM and/or joint implementation), including PoAs and use of CDM methodologies is essential; Work experience in a developing country/ies is essential.

Job-related skills

Required: Presentation and report writing skills; research skills; consulting or advisory skills.

Language skills

Required: Proficiency in written and spoken English is essential;

Asset: Proficiency in other United Nations languages besides English (such as Spanish and French).

Additional information for the consultant

1. Initiation stage: (4–7 days)

   The approach and methodology detailed in the project plan should be cost-effective. The timeframe for all activities as indicated is tentative and only an estimate. This can vary depending upon the project plan. It is expected that the project plan shall include the following:

   a) The overarching approach and methodological framework (e.g. data/information collection, desk reviews, case study, surveys, statistical analysis, interviews etc.);
   b) Expected data collection and analysis methods;
   c) Suitable indicators to measure performance, perceptions and impact;
   d) List of resources required (e.g. back up support);
   e) Meetings or interactions expected with staff and stakeholders and their role in the process.

2. Implementation stage: (19–23 days)

   The consultant shall ensure the following principles are complied with:

   a) **Consistency**: Evaluation criteria should be applied consistently;
   b) **Transparency**: Information shall be presented in an open, clear, factual, neutral and coherent manner based on documentary evidence;
   c) **Impartiality, independence and safeguarding against conflicts of interest**: The consultant shall remain free from bias and any real or potential conflict of interest. The consultant shall work in a credible, independent, non-discriminatory and transparent manner. The consultant shall take measures to safeguard and demonstrate impartiality;
   d) **Accuracy**: All observations, findings; recommendations and conclusions shall be based upon objective evidence.

3. Closure stage (8–10 days)

   The final report shall be in an easily understandable format and should clearly elaborate the reasons for the findings and conclusions. All background analysis and data generated during
the appraisal should be delivered to the secretariat in a well-documented, usable format to ensure their further use.

4. Possible data inputs

Possible data inputs to measure accomplishment of objectives (not exhaustive):

a) The number of projects and programme of activities (PoAs) to whom support was provided to and whether they entered the clean development mechanism (CDM) pipeline;
b) The number and nature of standardized baselines developed and being developed. How this has affected the CDM pipeline of projects;
c) The number of CDM project participants that used the sustainable development co-benefit tool or are in active engagement with regional collaboration centres for possible use of the tool;
d) Number of countries that integrated CDM into national policies;
e) Feedback from DNAs on the support received from the RCCs;
f) The number of CDM projects, including PoAs/standardized baselines financed as a result of active engagement with financial institutions;
g) Improvement in competence of local/regional institutions/stakeholders to build capacity for CDM.

5. Possible indicators

The Possible indicators to measure accomplishment of objectives (not exhaustive):

a) Assessing the impact of RCC work on their regions and the value addition;
b) Assessing level of stakeholders satisfaction from services provided by RCC;
c) Feedback from RCC partners on RCC management and its scope of improvement.

6. EB 82 Meeting Report

Attention is invited to CDM EB 82 report, para 19 available at <http://cdm.unfccc.int/EB/index.html>. Accordingly, while preparing the final short-list for the consideration, the secretariat shall give equal weight to the curriculum vitae (United Nations P11 form) including experience of the consultant and the quality of the technical proposal indicating the methodology the consultant wishes to adopt for conducting the evaluation.

How to apply:

Candidates, whose qualification and experience match with what we are looking for, should use the on-line application system available at http://unfccc.int/secretariat/employment/recruitment.

Further, the candidates shall submit a technical proposal by email to: vacancies@unfccc.int (with subject title “Evaluation Consultancy”) indicating the methodology for conducting the evaluation.